

Hannah Bradford

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PROFESSIONAL SUMMARY

Passionate and detail-oriented Production Assistant with experience in film and event production. Recently produced, wrote, and assistant directed a short film, showcasing strong leadership, collaboration, and creative skills. Previous experience includes supporting logistics for the 61st Annual New York Film Festival. Eager to utilize skills in production coordination, logistics, and on-set support to contribute effectively as a Production Assistant on film and television projects in the Atlanta area.

EXPERIENCE

Assistant Director & Writer, *Third Date*

Independent Short Film | New York, NY | January 2024 – May 2024

- Directed and managed talent and crew for a 15-minute short film.
- Organized shooting schedules, coordinated talent and crew, and ensured timely completion of production milestones.
- Supervised post-production, overseeing editing, sound design, and the final cut process.

Event Production Volunteer

New York Film Festival | New York, NY | September 2023 – October 2023

- Completed setup, breakdown, and product preparation of festival merchandise for sale
- Handled on-the-ground event coordination, ensuring smooth operations.
- Assisted in coordinating logistics for high-profile screenings, membership offerings, and guest services.

Barista & Server

Muffins Shop Café | New York, NY | October 2023 – May 2024

- Provided exceptional customer service in a fast-paced environment, managing orders, payments, and inventory.
- Built strong customer relationships, improving the overall dining experience.
- Multitasked between preparing food and beverages, serving customers, collecting payment, and maintaining cleanliness in the café.

Freelance Copywriter

Remote | June 2024 – Present

- Created compelling and SEO-optimized content for clients across various industries.
- Delivered high-quality website copy on tight deadlines.
- Collaborated with clients to develop creative strategies that aligned with their brand's voice.

EDUCATION

Fordham University

New York, NY | May 2023

*Bachelor of Science in Psychology,
Minor in English*

- The Fordham Ram, Contributing Writer
 - MODE Magazine, Photographer & Member
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SKILLS

- *Final Draft*
 - *Organization*
 - *Adobe Creative Suite*
 - *Communication*
 - *Google Drive Suite*
 - *Problem-Solving*
 - *MS Office Suite*
 - *Attention to Detail*
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ORGANIZATIONS

Writers Room of Georgia

September 2024 – Present

Women in Film and Television of Atlanta

September 2024 – Present

Film at Lincoln Center

October 2023 – October 2024