

Hannah Moon

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LinkedIn Profile

Digital Portfolio

EDUCATION

Georgia Institute of Technology
Atlanta, GA 08/2017–05/2021

Bachelor of Science in Literature, Media & Communication

Concentration: Media &
Interactive Design
GPA: 4.0

SKILLS

- Film Programming
- Production & Development
- Project Management
- Licensing & Curation
- Notetaking & Synthesis
- Concise Communication
- Film/Media Analyst
- Video Editing
- Graphic & Interactive Design

SOFTWARE & INSTRUMENTATION

- Adobe CC Suite
- DaVinci Resolve
- Microsoft Office Suite
- Google Suite
- MacOS & Windows
- Camera Operations

PREVIOUS COLLABORATORS

- | | |
|------------------|---------------|
| • Oscilloscope | • Vimeo |
| • SXSW | • Longform |
| • It's Nice That | • Vice Media |
| • BUCK | • Scout Pro- |
| • Upward Me- | ductions |
| dia Partners | • Independent |
| | Filmmakers |

WORK EXPERIENCE

Upward Media Partners – Remote, US

June 2021–Present

Freelance Film Production Assistant, Film Trailer Producer

- Assisting independent producer for production partnerships, branding materials, marketing for films, and distribution of projects.
- Producing an web series' trailer, communicating cross-functionally about producers' requests to edit footage that conveys the pilot's synopsis and series' objective.
- Researching relevant producers for pitching and distributing films.

Mailchimp – Atlanta, GA

January 2020–April 2021

Mailchimp Studios Film Programming Intern

- Evaluated and provided detailed research and analysis on short films, podcasts, and programming projects, including content on various VOD platforms for licensing and curation opportunities.
- Made the media division run as efficiently as possible, and equipped the team with the insights needed to make best-in-class content.
- Tracked content and workflows, updating tracking spreadsheets and foreseeing projects from initial development to marketing launches.
- Provided detailed notes and feedback on programming and production initiatives, synthesizing brainstorming sessions for the Programming team to ensure greater workflow efficiency.
- QC and screened creative assets, tracking their delivery and launch for Programming projects with partners including Oscilloscope Laboratories, SXSW, and Vimeo.

Oglethorpe Presbyterian Preschool & PMO – Brookhaven, GA

Freelance Graphic/Website Designer, Photographer, & Videographer

March 2019–Present

- Designing a website and non-profit committee flyers, posters, logos.
- Conducting project management and consultations for brainstorming, mock-ups, and product distribution and exhibition.
- Leading communications for news reports and marketing campaigns.
- Photographing student portraits and events, and producing and editing videos for events and performances.

Instructor & Assistant Program Coordinator *May–August 2012–2021*

- Led communications and assisted in program coordinating, including developing schedules, newsletters, and other administrative duties.
- Managed and led class through a fast-paced, time-sensitive schedule.
- Taught two- and three-year-old children developmental, social, and learning skills, including children with special needs.