

MEGAN GILLIAM

EDUCATION

University of Michigan
BA- Screen Arts and Cultures with honors (3.7/ 4.0 GPA) Ann Arbor, MI
Spring 2009

Relevant Coursework:

Television Production, Introductory Video Production, Advanced Video Production, Film Theory & History,
Classes in both traditional and nontraditional media and production formats.

SUMMARY OF QUALIFICATIONS

Proficiency in Final Cut Pro, Microsoft Office Programs, Internet Research, and Windows
Experience with FileMaker Pro, Adobe Acrobat, and Mac operating systems
Previous work with Canon GL1, Canon GL2, Canon XL2, and Panasonic Dvx cameras
Excellent written and oral communication skills
Typing ability in the 50 wpm range
Over seven years of office work experience
Knowledge of most office equipment

RELATED WORK EXPERIENCE

Production Secretary	<i>30 Minutes or Less</i>	Feature	Dir: Ruben Fleischer	2010
Production Assistant	<i>School Pride</i>	Television	Prod Man: Ren Messer	2010
Production Assistant	<i>Mainstreet Mysteries</i>	Television	Field Prod: Topher Hopkins	2010
Production Assistant	<i>Teen Mom</i>	Television	Field Prod: Kristen Malone	2010
Runner	<i>College GameDay</i>	Television	Prod Cord: DJ Driscoll	2010
Costume PA	<i>Cedar Rapids</i>	Feature	Dir: Miguel Arteta	2009
Editorial PA	<i>Trivial Pursuits</i>	Feature	Dir: Chris Farah	2009
Production Secretary	<i>Trivial Pursuits</i>	Feature	Dir: Chris Farah	2009

PRODUCTION

Director	<i>Michigan In Motion</i>	Television Program	2008
Director	<i>Imperfect Perceptions, Perfect Illusions</i>	Short Documentary	2008

OTHER WORK EXPERIENCE

Office Assistant November 2005-April 2009
University of Michigan, Health Management & Policy Ann Arbor, MI
Increased office efficiency by completing basic office tasks for staff and faculty such as creating PowerPoint presentations and excel databases, copying, scanning, errand running and stocking

Office Assistant 2003-2005 (Contingent)
Frontier 3 Advertising Grosse Pointe Park, MI
Brainstormed ideas for marketing campaigns for local businesses
Created databases and presentations along with doing other basic office tasks in order to better facilitate marketing campaigns

AWARDS

Alice Glover Webber Award (Fall 2008) University of Michigan
A project grant awarded for use on my project, *Imperfect Perceptions, Perfect Illusions*

Nancy and Mark Waters Scholarship (Winter 2009) Michigan Association of Broadcasters
A scholarship awarded to a student planning to pursue a career in broadcasting.