

# CLAIRE MCCREA

## Communications Professional

### CONTACT

[c.e.mccrea@gmail.com](mailto:c.e.mccrea@gmail.com)

(973) 590 - 7190

New York, NY

### EDUCATION

#### Loyola University Maryland

Bachelor of Arts

Communications - Digital Media;

Theatre & Film Studies

2011-2015

#### MediaMKRS

WarnerMedia/HBOAccess Post

Production Coordinator Program

2020

### SKILLS

Digital Videography

Adobe Creative Suite

Media Composer

Live Event Coverage

Digital & Film Photography

Podcast Production

Graphic Design

Social Media Marketing

Crew/Worker Management

Production Coordination & Scheduling

Client Outreach

Research

Web/UI Design

MS 365

Mac/Windows OS Proficiencies

Content & Copy Editing

Journalistic/Documentarian Practices

Multi-Project Timeline Tracking

Verbal & Written Communication

Spanish (Conversational)

Korean (Conversational)

### EXPERIENCE

#### Assistant Production Manager

*NYU Stern School of Business, Studio @ Stern*

November 2023 - Present / New York, NY

- Coordinated with NYU Stern-based clients to develop projects, ran digital video and audio productions in studio and around campus, filmed and/or livestreamed university events, edited videos to promote the Stern mission, and oversaw all post production project timelines. Contributed to 160+ projects in total.
- Facilitated a multi-person crew, taught student workers production and post production techniques, scheduled and managed all workers, tracked billable hours, expenses, and quality of work, and maintained the day-to-day goings-on of the Studio.

#### Casting Editor

*Wildflower Ent., Crybaby Media, Big Fish Ent., Magilla Ent.*

September 2019 - November 2022 / New York, NY

- Edited 100+ casting reels and sizzles for 10+ shows in development or casting phases, including for 6 shows that made it to air.
- Key successes included heavily influencing the entirety of the cast chosen for S1 of Master Distiller (Discovery), and changing angles on 3 reels for Regular Heroes (Amazon) that got the individuals cast after initially being passed over by the network. Marketing and demo considerations prominently factored in.

#### Associate Producer & Research Assistant Editor

*Blackfin Entertainment*

July 2020 - July 2021 / New York, NY

- Collaborated with 6 producers and 6 editors simultaneously, associate producing 6 episodes that made it to air, with one episode predominantly produced by me.
- Performed outreach, research, production scheduling, pitch writing, script conforming, quality control, and deliverables management as both AP and AE for hundreds of cases and for 27 episodes that made it to air.

#### Podcast Producer, Engineer & Editor

*Mad Mercenary Productions, Korean Culture Center of NYC*

July 2017 - March 2021 / New York, NY

- Produced, engineered, and edited 44 episodes of two podcasts.
- Heavily researched for and scripted both podcasts, as well as directed all marketing and distribution efforts, built and maintained the online presence and website, and performed listener and subscriber analysis.

#### Production Assistant, Post Production Assistant, Talent Wrangler, Assistant Camera & Camera Operator

*Freelance*

September 2015 - August 2019 / New York, NY

- Acted as a PA in 8+ departments over the course of 75+ film, television, and commercial projects, including 300+ episodes of television within those credits.
- Executed work including multi-project and detail-oriented office work, set and post production coordination, set management and Key PA leadership of up to 55 PAs, and management of travel, talent needs, project budgets, and gear rental and maintenance.
- Developed creative and technical problem-solving skills as Assistant Camera and Camera Operator, as well as gained stakeholder and vendor communication skills and CRM abilities on projects for 12+ clients including AmEx, Dove, Forbes, and AstraZeneca.