

# McKinzie Smith

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## Objective

- To find a rewarding job that will allow me to be creative and work productively with others.

## Education

- NEWBERG HIGH SCHOOL - OREGON - GRADUATED 2016
- COLUMBIA COLLEGE OF CHICAGO- MAJOR IN TELEVISION (2016-2017)
- PORTLAND STATE UNIVERSITY - MAJOR IN FILM STUDIES (2017- )
  - CURRENTLY WORKING ON BACHELOR OF ARTS

## Skills & Abilities

### CREATIVITY

- Writing is my speciality, I consider myself a writer first
- I use my creativity to think up solutions for difficult problems
- I have a keen eye for aesthetics, making me a productive part of an artistic team

### COMMUNICATION

- I am very friendly and I work well with others. Being kind and compassionate is very important to me
- I am highly proficient with social media (Twitter, Instagram, Facebook, Tumblr, YouTube, etc.)
- I am a great listener and a quick learner

### TECHNOLOGY PROFICIENT

- I am proficient in Microsoft Word, Final Cut Pro, Adobe Premier, iMovie, Audacity, Photoshop, Illustrator, Excel, Powerpoint, and Quickbooks.

## Experience

### OPINION EDITOR, THE PACIFIC SENTINEL, JUNE 2019-CURRENT

- I edit all opinion pieces for The Pacific Sentinel
- I contribute at least one opinion piece to each issue of the magazine
- I attend all pitch meetings, pitch my own pieces, and aide others with their pitches
- My work can be found here: <https://thepacificsentinel.com/author/mckinzie-smith/>

**ONLINE ORDERS, PORTLAND STATE BOOKSTORE, SEPTEMBER-OCTOBER 2019 (TEMP)**

- I fulfilled online orders by finding and packaging both in-store pick-ups and shipments
- I aided customers in finding the books they needed
- I used the SODA software to print and confirm orders
- I became familiar with the organization of the store and was able to organize on my own

**OPINION CONTRIBUTOR, PORTLAND STATE VANGUARD, OCTOBER 2018-JUNE 2019**

- I pitch pieces to my editor
- I return pieces in good shape in a timely fashion
- I engage in ethical journalistic practices, such as properly sourcing facts and representing subjects fairly
- I pursue social justice through a journalistic framework
- My work can be found here: <https://psuvanguard.com/author/mckinzie-smith/>

**INTERN, LAKESHORE ENTERTAINMENT, MAY 2019**

- I assisted Lakeshore Entertainment at Cannes International Film Festival 2019
- I greeted and assisted clients throughout their time at the office
- I ran errands throughout the city as needed, such as picking up tickets or getting lunch for the office
- I kept the office presentable and clean
- I assisted in packing up the office at the end of our stay

**SALES ASSOCIATE, MACY'S, MAY 2018-SEPTEMBER 2018**

- I assisted customers in searching for the right item(s)
- I rung up customers correctly
- I fulfilled online orders quickly and efficiently
- I kept my department organized and visually pleasing
- I handled the money in the cash register
- I treated customers politely and listened intently to their questions and concerns

**SECRETARY, NORTHWEST PREMIER MEATS, DECEMBER 2017-MAY 2018**

- Built website for company
- I kept track of paperwork and was in control of filing
- I deposited checks and balanced the checkbooks
- I delivered the mail (including deposits) in a timely fashion
- I kept the front office clean and orderly
- I talked to customers over the phone, taking their orders and answering their questions

**OFFICE ASSISTANT, NORTHWEST PREMIER MEATS, JUNE 2013- JUNE 2016**

- I assisted with filing papers, and organizing office supplies
- I talked to customers over the phone, taking their orders and answering their questions

**SCREENWRITER, *WILT*, AUGUST 2015**

- Film shown at 2016 Portland Oregon Women's Film Festival

## **Volunteering**

### **VOLUNTEER, PORTLAND INTERNATIONAL FILM FESTIVAL, MARCH 2019**

- I assisted theater management with whatever task was needed that day
- I took tickets at the door
- I greeted filmgoers and led them to their seats
- I answered questions about the films/theaters/festival

### **VOLUNTEER, NW FILM CENTER, OCTOBER 2019-CURRENT**

- I screen submissions for the Portland International Film Festival
- I do a thorough write-up on my opinion of the film; would I recommend it or not?
- I decide which films get recommended to a higher-up or rejected at ground level.

## **Interests**

Screenwriting, cinema programming/curation, journalism (opinion/arts and culture), film and video, radio/podcasts, photography

## **References**

Jason Buckley - Head of International Sales at Lakeshore Entertainment  
Phone: (310) 614 4759    Email: [jbuckley@lakeshoreentertainment.com](mailto:jbuckley@lakeshoreentertainment.com)

Kristin Hole - Professor at Portland State University  
Email: [hole@pdx.edu](mailto:hole@pdx.edu)

Jake Johnson - Executive Editor at Pacific Sentinel Magazine  
Phone: (949) 584 9640    Email: [editor.pacificsentinel@gmail.com](mailto:editor.pacificsentinel@gmail.com)

Kristina Livingston - Employer at Northwest Premier Meats  
Phone: (503) 885 1155    Email: [nwpmeats@msn.com](mailto:nwpmeats@msn.com)

Colin “Co” O’Neill - Professor at Portland State University  
Phone: (503) 334 8100    Email: [cooneil@pdx.edu](mailto:cooneil@pdx.edu)

Morgen Ruff - Programmer/Exhibition Program Manager at NW Film Center  
Phone: (503) 276 4223    Email: [morgen@nwfilm.org](mailto:morgen@nwfilm.org)