

# Kaitlyn Hannan

Organized. Friendly. Motivated.

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## EXPERIENCE

### Study USA at Elon University, Charlotte — *Program Assistant*

May 2025 - Dec. 2025

- Served as the primary contact for student concerns and well-being for 10-15 students enrolled in the Elon in Charlotte summer and fall programs.
- Communicated with students weekly about the schedule of events.
- Managed logistical aspects of Elon in Charlotte programming and excursions.

### Beach Media, Charlotte— *Editor and Executive Assistant*

July 2025 - Dec. 2025

- Edited videos, wrote scripts, and did various organizational and administrative tasks for the President and Founder, Beach Galloway.

### Elon Global Education Center, Elon— *Global Ambassador*

Aug. 2024 - May 2025

- Presented informational sessions about Elon's study abroad programs.

### LUXHAMMER, Santa Monica — *Film and TV Intern*

Feb. 2024 - May 2024

- Wrote script coverage for feature films.
- Conducted in-depth research for projects in development, influencing creative decisions.

### Cinelon Productions, Elon — *President, Executive Producer*

Dec. 2022- Jan. 2024

- Facilitated pitch meetings, selected scripts, managed finances, oversaw production schedules, and led multiple weekly meetings.

### Susie Films, Charlotte— *Development and Production Intern*

Apr. 2023 - Aug. 2023

- Created pitch decks and scripts for projects in development.
- Joined the crew on set as a PA. Ex. 3 Day Weekend- Chapel Hill

## EDUCATION

### Elon University, Elon— *Film and Television Arts, BFA*

Aug. 2021 - May 2025

## SKILLS

Event Coordination  
Rolling Calls  
Professionalism  
Teamwork  
Writing

## PROGRAMS

Adobe Premiere Pro  
Final Draft  
Highland 2  
Google Suite  
Microsoft Office

## FILM SETS

### Writer/Director/ Producer:

Funeral Part 2  
Delivery  
Dusty's Revenge  
Unwise Guys

### Production Assistant:

3 Day Weekend: Chapel Hill  
Beyond Debate: A  
Revolution in Education  
8AM

### Sound Utility/Boom Op:

A Christmas to Remember