

CASSIDY HAYNES

Social Media • Writing • Office Communications



Writer of *The Light Breaks*, a
SCAD Savannah Film Fest
Jury Award winning short film
(2020)

Featured in the **Hollywood Reporter**
for the short film's success



Staff Writer on **Student Emmy®**
nominated SCAD sitcom,
G.R.I.T.S. (2019)



SUMMARY

A recent Magna Cum Laude graduate of the prestigious Savannah College of Art and Design (SCAD), I am an enthusiastic, focused professional with several years' experience in administrative assistance, creative and professional writing. I've worked as an office assistant for seven years at a local church, and as a production intern for both a public broadcast station and a commercial film studio. My responsibilities in all three roles ranged from volunteer management, scheduling, and office correspondence, to social media strategy and content creation, to data compilation and research. I've also been a freelancer for remote clients, editing video, creating and maintaining their social media pages, and editing novel manuscripts.

In my free time, I am an independent filmmaker and have had several of my scripts produced, including the award-winning short *The Light Breaks*. I'm proficient in the Microsoft Office Suite, Google Workspace, Adobe Creative Suite, and a number of other teaching tools. My strengths include organizational skills, writing and editorial analysis, creative problem solving, and multitasking.

EDUCATION

SAVANNAH COLLEGE OF ART AND DESIGN

BFA IN DRAMATIC WRITING
MINOR IN FILM AND TELEVISION

CONTACT

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FREELANCE // MAR. '20 - FEB. '21

- Susan Allen Books • **Literary Editing and Research** • *Shadow: Ghost Cat of Savannah*
- Prof. Tery Smith, Esq. • **Social Media and Web Design**
- KBlakeGroup • **Web Design**

PRODUCTION INTERN // MAR. '20 - DEC. '20

THE OSM STUDIO OF WORKS

- Transcribed dictated scripts for upcoming TV series
- Assisted in weekly maintenance and promotion of the Instagram page
- Researched and compiled relevant industry data
- Developed audience growth and digital networking strategies

CONTENT INTERN // MAY '18 - AUG. '18

SOUTH CAROLINA EDUCATIONAL TV

- Wrote published web articles and news stories
- Established a social media presence and organic following to engage with viewers using weekly video posts
- Conceptualized and produced informational pieces on local events and public issues within the Beaufort area
- Edited video and graphic content for televised programming (By the River)

CHILDREN'S MINISTRY ASST. // MAY '14 - JULY '20

THE CHURCH AT GODLEY STATION

- Taught grades K-8th, wrote skits, organized games, and crafts.
- Managed and scheduled 30+ educational volunteers weekly, and oversaw office telecommunications
- Designed and published promotional materials.
- Established branded social media presence for the ministry