

# CHEYENNE PUGA

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## PROFILE

Self-starting creative with a knack for organization and social media strategy. Experience in fast paced office and remote settings. Stand-out writing skills with five peer-reviewed publications. A tech savvy video creator with the ability to learn new programs quickly.

## EXPERIENCE

### Marketing Assistant, Cream City Marketing — 2022-Present

- Complete administrative tasks such as scheduling, email communication, time sheets, research, etc.
- Create marketing and campaign strategies with a team to ensure sales growth and brand awareness.
- Craft and manage weekly content across Facebook, Instagram, TikTok, LinkedIn, and Pinterest, executing social media strategy for a diverse roster of brands and clients.

### Producer/Director/Editor, HAG Productions — 2022-2025

- Manage full-service production company and brand specializing in narrative film.
- Director of projects: leads a cast and crew during shoot days, stays on time and in budget.
- Produces in an efficient manner running all elements of production from idea to end product.

### Actor — 2018-Present

- Aside from acting, heavy emphasis on marketing oneself's assets to casting directors and production.
- Maintaining digital communications with agent, casting directors, and production.
- Tracking of expenses and managing taxes.

### Production Assistant, *Halloween Kills*, Wilmington, NC — 2019

- Ensure and announce the arrival of talent onto set, the start of rehearsal/shooting, and when the cameras cut.
- Wrangle background talent during filming and complete their exit paperwork for the accounting team.
- Monitor safety of the set while on location.

### Intern, EUE/Screen Gems Studios — 2017-2018

- Assisted accountants in managing invoices, bills, and other financial responsibilities of the studio.
- Intercepted the incoming phone calls and placed them appropriately.
- Maintained organization of the entire office.

## EDUCATION

### Bachelor of Arts in Film Studies- Cum Laude May 2018

- Minor in Entrepreneurship and Innovation
- Producer and assistant director of senior thesis film. Received "Filmed in NC" grant to complete the project.

## PUBLICATIONS

- The Duplass Brothers: Independent Film Moguls Making Way for Aspiring Filmmakers*: Film Matters, Volume 11, Number 3, 1 December 2020, pp. 111-116(6)
- Interview with Hometown Heroes Megan Petersen and Hannah Black, Creators of Feature Film "Drought" (2020)*: Film Matters, Volume 11, Number 3, 1 December 2020, pp. 117-120(4)
- "The Founder" (2016) Film Review*: Film Matters, Volume 11, Number 1, 1 March 2020, pp. 193-195(3)
- "Anne Bancroft: A Life" (2017) Book Review*: Film Matters, Volume 10, Number 1, 1 March 2019, pp. 169-181(13)
- L'avventura (1960)*: Reviewed by Film Matters Fall 2017 Editorial Board

## SKILLS

Social Media Management and Strategy, Canva, Video Production, Adobe Premiere, DaVinci Resolve, Conversational Spanish, Microsoft Products, Google Products, Creative and Academic Writing, Adobe InDesign, Squarespace, Weebly, Public Speaking, Administration