

MACIE BAREFOOT

DIRECTOR | SCREENWRITER | PHOTOGRAPHER
NEW YORK CITY

CONTACT

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IMDb: Macie Barefoot

New York, New York

EDUCATION

Marymount Manhattan College

2018 - 2022

Bachelor of Arts Cinema, Television and Emerging Media

Bachelor of Arts Digital Media and Video Production

Minor in Dance

- Lambda Pi Eta National Communication Honors Society
- Deans List 2018-2022
- Leadership, Diversity & Inclusion Program

SKILLS

Organization
Detail-Oriented
Communication
Self-Motivated
Ambition
Leadership
Team Work
Flexibility

PROFICIENCIES

Film & Television Production
Project Management & Supervision
Digital & Film Photography
Web Design & SEO
Social Media Management
Pre-Production & Post-Production Assets
Executive & Celebrity Assistance

Programs:

Google Docs, Spreadsheet, Google Slides, Slack,
Microsoft Word, Adobe Premiere Pro,
DaVinci Resolve, Open Broadcaster Software

WORK EXPERIENCE

2023 MTV Video Music Awards

Executive Assistant & Main Show Production Assistant

2023

Paramount, Viacom

- Assisted Executive Producer President, Music & Talent (Bruce Gillmer)
- Arranged meals, transportation and travel accommodations for Executive President and team.
- Acted as a liaison between Executive Producers and Production Managers.
- Acquired and transported VIP tickets from Paramount headquarters to Prudential Center.
- Delivered and distributed updated schedules and physical production materials to Executive Producers and Production Department.
- Supported Production Managers during televised show and dress rehearsals and assisted with a variety of on-set responsibilities.
- Staged and organized dressing rooms for incoming celebrity talent, teams and performers.

"Generation Gap" Season 2

Executive Assistant & Office Production Assistant

2023

ABC, MGM

- Assisted Executive Producers (Alycia Rossiter, Jonathon Kimmel & Susan Janis-Mashayekhi) Director (Tony McQuin) Assistant Director (Debbie Palacio)
- Guided and accompanied Celebrity Talent (Kelly Ripa, Marc Consuelos, Joe Ripa) & ABC Executive (Tiffany Faigus) around Kaufman Studios.
- Arranged meals and transportation for Director, Assistant Director, Executive Producers, Writers, Games Producers and Production Team.
- Facilitated bicoastal virtual meetings and ensured smooth communication between Executive Producers located in New York City and Los Angeles.
- Acted as a liaison and ensured effective collaboration between Executive Producers and Production Department.
- Supervised TV Truck during tapings and transcribed detailed production notes for Executive and Line Producers.
- Organized contracts and legal documents and coordinated their arrival to MGM headquarters.
- Prepared dressing rooms and ensured functionality for arrival of Celebrity Talent and VIP guests.
- Prepared hard drives and coordinated shipping to Los Angeles editors.
- Participated in live demonstrations for new game development with Game Producers.
- Implemented enhanced organizational systems and maintained a clean, efficient production office environment.

Pearl Studios NYC

Front Desk Receptionist

2023

- Provided exceptional customer service to New York City's premier Theatrical Production Companies, Casting Directors, and Talent.
- Managed reception area and kept audition spaces clean, organized, and functional for optimized performance.
- Trained new hires and provided guidance for optimized success in role.
- Provided exceptional customer service for inbound and outbound calls, answered inquiries regarding studio bookings and auditions.