

Mason J. Maguire

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SKILLS

- Strong written and verbal communicator; focused collaborator; fast learner; skilled at multi-tasking.
- Google and Microsoft Office Proficient.
- Familiarity with audio & multimedia editing programs such as GarageBand, Audacity, the Adobe Suite, and DaVinci Resolve.

PROFESSIONAL EXPERIENCE

Recruiting Coordinator, City Staffing LLC

Chicago, IL - January 2022 - Present

- Sourced candidates through Indeed and scheduled interviews with recruiters using Google Calendar and Google Meet video conferencing.
- Maintained an organized call log through Microsoft Excel.

Temporary Admin Assistant, Hines LLC

Chicago, IL - October 2021 - December 2021

- Assisted with the day-to-day operations of River North-based real estate investment company by billing tenants for maintenance and janitorial fees.
- Organized company invoices and compiled expense reports into cloud system.

Freelance Set and Acting Work

Chicago, IL - July 2021 - October 2021

- Day-played as an electrician and background actor to various Chicago productions including *Chicago Med*, *Night Sky*, and *The Shining Girls*.

Senior Customer Experience Associate, Home Chef

Chicago, IL - January 2020 - July 2021

- Served as first point-of-contact for growing meal-kit delivery service and provided focused, empathetic interactions with customers via email, telephone, and chat.
- Consistently exceeded productivity, quality assurance, and customer-satisfaction expectations on weekly associate scorecards.
- Utilized internal database to report quality assurance incidents to company operations team.
- Left position on excellent terms to pursue production opportunities.

Freelance Production and Office Assistant**Los Angeles, CA - February - October 2019**

- Collaborated with set decorators, directors, and other creative professionals on commercial, music video, new media, and documentary productions .

Office Coordinator, Lakeshore Entertainment**Los Angeles, CA - February 2017 - January 2019**

- Provided clerical assistance to major Los Angeles production company.
- Evaluated submitted scripts and wrote detailed coverage for development executives.
- Organized and delivered physical media releases for Lakeshore Records.

Records Office Assistant, Columbia College Chicago**Chicago, IL - May 2013 - February 2016**

- Provided clerical assistance to the office of the registrar.
- Scanned and filed sensitive information including immunization records and official transcripts.

OTHER EXPERIENCE**Co-Host, Producer, and Editor, “It’s On The List with Noah and Mason”****August 2019 - March 2022**

- Co-host, producer, and editor of weekly media review podcast which focused on underrated films and music.

VOLUNTEER**Logan Square Arts Fest****June 2022**

- Collected cash donations for Logan Square Preservation Society.
- Checked IDs for beverage tent wristbands.

Chicago Film Festival**October 2021**

- Checked IDs and vaccination records for attendees at the annual film festival.

Los Angeles Film Forum**February-October 2019**

- Supported Los Angeles-based film non-profit by selling day-of tickets and recording filmmaker interviews.

EDUCATION**Columbia College Chicago**

- Bachelor of Arts - Cinema Art + Science

Graduated Magna Cum Laude