

Hannah Moore

1110 W 30th Street, Apartment A, Los Angeles, CA 90007

(972) 523-1442 | hmoore32004@gmail.com | <https://www.linkedin.com/in/hannah-moore-7b2a6b302/>

Experience in marketing and communications, film and television development, and office and administrative support. I am skilled at managing multiple projects with quick turnarounds, working on a tight schedule to produce quality products, and offer support to assist the development of new projects.

EDUCATION

University of Southern California BA Theater (Acting Emphasis), Cinematic Arts Minor
Magna Cum Laude - May 2026 Braverman Family Scholar

WORK EXPERIENCE

- Happy Mail - Art With Jenny** June 2026 - Ongoing
Social Media/Marketing Coordinator Los Angeles, CA
- Plan, film, and edit weekly brand content for social media. Writing copy and utilizing marketing knowledge to advertise across multiple platforms.
- The Water Cooler - TrojanVision Productions** January 2026 - May 2026
Production Assistant Los Angeles, CA
- Operated camera for multi-cam broadcasts, soundmixing for live mics, graphic design, set design, technical direction.
- University of Southern California Office of Orientation** April 2025 - December 2025
Orientation Leader Los Angeles, CA
- Responsible for leading incoming students in a fast-paced environment - managed check-in, balanced multiple projects, and communicated clearly with guests in order to solve issues as they arose in a timely manner.
- University of Southern California School of Dramatic Arts** June 2025 - July 2025
Teaching Assistant Los Angeles, CA
- Responsible for administrative tasks, including organizing paperwork, fielding phone calls/emails from industry professionals, worked directly with USC professors who actively work in theater and film.
- YMCA of Metropolitan Dallas** June 2024 - August 2024
Communications - Digital Media Internship Dallas, TX
- Filmed and edited interviews with YMCA members using both camera and iPhone, as well as Adobe suite software.
 - Trained in Marketing Communications, brand building, storytelling, creative planning, and film production, and utilized Microsoft suite as a workspace.
- Boys & Girls Club of Rockwall** June 2022 - August 2024 (Seasonal)
Youth Development Professional/Secretary/Receptionist Rockwall, TX
- Implemented curriculum, and performed administrative tasks - managed the phone lines, coordinated attendance records, and organized paperwork including injury reports, behavior reports, and Club member information.
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ADDITIONAL CREATIVE TRAINING

- Commedus Interruptus** - USC's premiere comedy group September 2022 - June 2026
Director/Writer/Performer
- Performed at NYC Sketchfest at the People's Improv Theater 2025, as well as Upright Citizens Brigade Theatre in LA and New York City - UCB's Del Close Marathon 2026

AWARDS:

- '23 FINALIST Loud Karma Emerging Female and Nonbinary Playwright's Award
- '23 FINALIST Hollywood Fringe Festival Award for Two Person Show
- '23 FINALIST USA Film Festival - Willingly Into Darkness
- '22-'26 Chickasaw Nation Governor's Scholarship/Higher Education Grant

SKILLS:

Script Coverage/Story Analysis, Final Draft software, Adobe Creative Cloud (Premiere Pro, Photoshop, Illustrator, etc.), Microsoft Office, Google Workspace (Docs, Sheets, etc.), Social Media Branding/Content Creation/Copy Writing (Instagram, YouTube, etc), Zoom/MSTeams Microsoft Suite

References Available Upon Request