

Caitlyn Moran
21 Derry Street, Merrimack NH | (603) 493-0501 | cmoran14@pride.hofstra.edu

Education

Hofstra University, Lawrence Herbert School of Communication

Bachelor of Science in Video/TV and Film Production

May 2023

Dean's List Fall 2019 and Spring 2020, Provost List Fall 2020

Hofstra's Honor's College

GPA: 3.94

Relevant Experience

Hofstra Entertainment Access Television (HEAT) Network

Co-host and Staff Writer on Two Weeks Notice

September 2019-Current

- Act as the co-host of this late-night comedy show, delivering monologue jokes, desk bits, and interviewing guest live, as well as acting in packages
- Meet in weekly writers' meetings to develop ideas for desk bits, packages, and monologue jokes that I write both by myself and with other staff writers

Staff Writer on Thursday Nite Live

September 2019-Current

- Write sketches, packages, news break characters, and topical news break jokes, both by myself and with other staff writers, and present them at our weekly writers' meetings
- Shoot, edit, and star in packages

Hofstra Votes Live- Editor

Fall 2020

- Collect b-roll from various news sites and film b-roll for various topics
- Edited multiple packages that aired during the live televised event

Work Experience

Hofstra School of Communication- Equipment Room Staff

August 2020-Current

- Check in/out equipment, such as cameras, tripods, studio equipment, etc for students and staff at Hofstra University
- File all equipment request in google sheets documents and physical folders

Buckley's Great Steaks- Support Staff/Hostess

August 2017-Current

- Greet customers at the table, bring out food, clear food from the tables, bus tables, and make sure server's station is always stocked with the needed equipment
- Answer phones, fulfill takeout orders, fill out gift cards, and seat people at their tables

Executive Health and Sport Center- Summer Camp Counselor/Daycare Staff/Coach

June 2020-Current

- General camp counselor for ages 5-12, assisted in carrying out activities with lead counselor
- Supervise/entertain kids in the daycare while their parents work out
- Coach kids 3 years old-12 years old basketball, floor hockey, and soccer

Hofstra Fitness Center- Referee Supervisor

September 2019-March 2020

- Work the clock/book during intramural games (Fall 2020 games canceled due to COVID-19)
- Supervise refs/produce performance reports on refs during the games
- Check players in and make sure they have the correct identification to play

Skills

- iMovie/Avid/Adobe Premiere Pro, editing
- Social Media (Instagram, Twitter, Tik Tok, Snapchat)
- Microsoft Word, Microsoft Power Point, Microsoft Excel

Activities

Hofstra Women's Ultimate Club Frisbee- Team Member/Vice President

September 2019-Current

- Practice at least 3 days a week, travel to tournaments (on hold during COVID)
- Responsible for planning all the fundraisers and community service events for our team,
- Assist secretary in producing our quarterly newsletters

scramble! Magazine- Staff Member

October 2020-Current

- Provide at least two pieces of content (written/visual) for the videography section of the magazine
- Produce additional content for other sections of the magazine and social media