

Stella McCormick

Contact

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Education

Bachelor of Science in
Commerce and Business
Administration:
Accounting, Creative Media

Certifications

Covid-19 Compliance Certified
Quickbooks Certified

Awards

Silver Winner, Telly Awards
Bronze Winner, Telly Awards
Best Producer, UA Early Screening

Skills

Copy Editing
Bookkeeping
Event Planning
Content Creation
Digital Marketing
Production Scheduling
Producing and Technical Directing

Software

Huddle
Hootsuite
Canva Pro
Adobe Spark
Adobe InDesign
Adobe Premiere
Adobe Photoshop
Microsoft Office Suite
Various Social Media Platforms

Author Assistant

Freelance | June 2023 - Present

- Identifying potential markets for a writer’s work, including literary journals, magazines, or other media outlets.
- Reviewing and editing drafts of manuscripts to ensure that they are grammatically correct and meet publishing standards.
- Creating and Editing content for the Author’s website and other online platforms.
- Providing general administrative support, including book mailings, processing invoices, billings, and expense reports.

Office Coordinator

Ampersand | March 2022 - Present

- Assist Facilities team in office management, vendor relations, and security as the guest and employee registration point of contact between each building’s security and our facilities team.
- Complete all facilities onboarding of new employees.
- Work with Internal People Operations and each office’s Executive Assistant team planning internal and external events and meetings.
- Coordinate, create, and sort swag and promotional material deliveries for use at all office locations as well as external events.

Producer

Studio 121 Productions | 2021

- Oversee all Production Department Heads throughout Pre-Production communication, Principal Photography, and Post-Production.
- Supervise and attend all production meetings, writing rooms, location scouts, and technical rehearsals.
- Book and confirm actors/extras for each shooting day.

Production Intern

Women’s Entrepreneurship Day | 2020 - 2021

- Curate and edit multiple panels, speeches, and award presentations for distribution to multiple platforms from a variety of events and livestreams from around the world.
- Assist in planning an upcoming podcast launch for Founder and CEO.
- Edit and schedule social media posts as well as create graphics, video intro, and outro, and images for cohesive distribution across platforms.