

# GRACE CANCRO

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## EXPERIENCE

### **DISTRIBUTION AND MARKETING INTERN AT WOMEN MAKE MOVIES; NEW YORK, NY**

**January 2023 - March 2023; June 2023 - August 2023**

- Cut together trailers and promotional clips for new release films using Adobe Premiere Pro
- Uploaded films to Vimeo, edited DVD covers and film posters using Adobe Photoshop, updated online databases, edited subtitles for films, and organized DVDs in the office

### **INTERN AT GREENPOINT PICTURES; BROOKLYN, NY**

**January 2023 - March 2023**

- Worked as a Production Assistant on a 12 hour commercial shoot for New York Presbyterian Hospital
  - worked under directors Michael Kuhn and Niles Roth
- Researched new film directors, sourced images for treatments, utilized Slack to communicate with producers, and formulated ideas for commercials

### **PROGRAM COORDINATOR AND ADMINISTRATIVE ASSISTANT; KALAMAZOO, MI**

**January 2022 - November 2022**

- Lead designer for programs, posters and banners for theatre department made using Adobe InDesign
- Assisted with expense reports, organized files in paper and digital form, and addressed phone calls and emails

### **VOLUNTEER FOR ORGANIZATION HELPING UKRAINIAN REFUGEES, DETROIT HELPS KYIV; BIRMINGHAM, MI**

**December 2022 - Present**

- Furthered fundraising efforts by designing a logo, creating an informational postcard, building a website (detroithelpskyiv.com), and hand-making over 50 Christmas cards for refugees
- Designed a 30 page program for an art gallery opening which featuring Ukrainian artists and their work, using Adobe InDesign

## EDUCATION

### **COLUMBIA UNIVERSITY; NEW YORK, NY**

**July 2022 - August 2022**

- Attended and received an A in "T.V. Writing" summer class
- Wrote and edited an original T.V. pilot

### **KALAMAZOO COLLEGE; KALAMAZOO, MI**

**2021 - Present**

**Intended Graduation: June 2025**

- GPA: 3.83
- BA in English/Theatre Arts, Film and Media Studies Concentration
- Classes focused on Film, Creative Writing, Theatre, Literature, Journalism
- Dean's List (awarded for 3.5 or higher GPA)
- Member of improv comedy troupe: Monkapult

### **SHRINE CATHOLIC HIGH SCHOOL; ROYAL OAK, MI**

**2017 - 2021**

**Graduation: May 2021**

- GPA: 4.16
- Graduated Summa Cum Laude
- Five Honors and four AP Classes
- Principal's List (awarded for 4.0 or higher GPA)

## SKILLS

- Script Writing, focusing on comedy, short films, plays, skits and a T.V. pilot
- Film Production
- Creative and Journalistic Writing
- Research/ interviewing subjects
- Expertise with Microsoft Suite
- Expertise with Adobe InDesign
- Proficiency with Adobe Premiere Pro and Adobe Photoshop

## AWARDS

- Awarded a position in the New York Arts Program, Winter 2023 Cohort
- Lux Esto Scholarship (merit based financial aid granted by Kalamazoo College; 2021)