



Maya Hennessey

PRODUCTION ASSISTANT

Areas of interest:

- Office
- Production Department
- AD Department

CONTACT

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 www.mhenneymedia.com/

SKILLS

- Adobe Creative Suite
- Avid Media Composer
- Final Cut Pro
- Final draft
- Google Drive
- Grip & Electric Gear
- Hot Budget
- iMovie
- Microsoft 365
- RT Pro

CERTIFICATIONS

- Illinois Film Office Production Assistant Workforce Training Program Winter 2025
- Sprinter Van Certification via DePaul University

EDUCATION

DePaul University

2020 - 2024

Magna Cum Laude
BFA in Showrunning
Minor in Screenwriting

WORK EXPERIENCE

September 2020 - Present

Freelance

Writer/Director/Producer/1st AD

- Executive Producer & Writer - "Truck It" (September 2020 - Present)
- Line Producer - "Siempre Tuya" (June 2024 - December 2024)
- Producer - "Soldiers" (July 2024 - October 2024)
- Executive Producer - "Belly of the Beast" (January 2025 - March 2025)
- On Set Producer - "5D" (April 2025 - May 2025)
- Producer - "Homecoming" (June 2025 - August 2025)
- Director - "What I Want" (June 2025 - Present)
- Head Writer & Supervising Producer - "KO Show" (July 2025 - Present)
- Producer - "Black Widow Documentary" (August 2025 - Present)
- 1st AD - "Three Strangers" (August 2025 - October 2025)

August 2024 - August 2025

Universal Production Services

Shipping, Receiving, and Traffic Clerk

- Assisted with all grip and electric rentals through NBCUniversal at Cinespace Studios in Chicago.
- Executed rental checkouts and returns, including pulling equipment, handling paperwork, and fixing gear.
- Assisted with gear inventory, including updating equipment count, reorganizing rental house to increase efficiency and cleanliness, communicating with the manager about rental needs and equipment repairs, and discarding unneeded or damaged equipment.
- Assisted with equipment subrentals outside of NBC Universal.
- Executed equipment repairs and documentation of damaged equipment.
- Performed other duties as assigned.

September 2022 - August 2024

DePaul Cinespace Studios

Senior Technician

- Oversaw all grip and electric rentals through DePaul University's Cinespace Studios.
- Executed rental checkouts and returns, including pulling equipment, handling paperwork, inventory, and repairing gear.
- Collaborated with fellow students and teachers to ensure set etiquette and gear safety.
- Ensured tidiness and organization of equipment, rental space, and sound stages.
- Assisted with phone calls and emails about reservations and equipment rental through DePaul Cinespace.
- Assigned other duties to Studio Technicians.

March 2023 - June 2023

American High Development

Spring 2023 Development Intern

- Reviewed and analyzed high school comedy scripts in the database of American High Development.
- Provided written coverage, including a logline, assessment of script structure, character analysis, comedy critique, and production value for the Creative Team of American High Development.
- Assisted with developing the next slate of movies that Syracuse Studios produced.