

**JOSHUA M. MAHAN**  
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<b>Objective</b>	To provide support in an engaging and dynamic office setting, utilizing my skill set to aid in the growth and success of an organization.
<b>Skills</b>	Project planning, sourcing, budgeting and oversight Team management, scheduling and guidance Coordinating with project directors and clients Customer service and client relations Strong drawing, design and graphic editing ability
<b>Software</b>	Microsoft Office Suite, Outlook, Legal Files, Social Media, Wordpress, Google Office Apps, Lotus Notes, AS 400, Adobe Photoshop, Illustrator, Flash, Celtx, Final Cut Pro, DragonFrame, Sketchup, Windows, Linux, Mac OS X
<b>Experience</b>	<p>February 2012 - May 2013 Production Designer, <b>Autumn Films, LLC</b> [New York, NY] Designed props and sets, hired and managed art department team, budgeted and oversaw fabrication, acquisition and delivery of all project resources while keeping within budget.</p> <p>May 2011 - February 2012 Animator, <b>Josh Hetzler Productions</b> [Brooklyn, NY] Animated and fabricated characters and props for a documentary film for Heineken. Worked with Art director, Lead Animator and Producer to deliver assets on schedule and to client expectations.</p> <p>March 2010 - May 2011 Legal Assistant to General Counsel, <b>Gleacher &amp; Company</b> [New York, NY] Managed attorney calendars, scheduled appointments, drafted and edited correspondence, contracts and other legal documents, screened and routed calls for attorneys, entered expenses, maintained office supplies, processed and delivered incoming mail</p> <p>August 2008 - January 2010 Litigation Assistant, <b>Egerton &amp; Associates, P.A.</b> [Greensboro, NC] Screened new client calls for attorneys and paralegals, met with clients and set up new client accounts and appointments, assisted paralegals by drafting legal documents and correspondence, wrote blog content for the firm's website, entered expenses to client accounts, performed computer and server troubleshooting</p> <p>February 2007 - July 2008 <b>TRC Staffing</b> [Greensboro, NC] Claims Assistant, <b>AIG United Guaranty</b> Processed and set up incoming insurance claims, broke down and sorted closed files for archiving, assisted case managers, made copies, sent emails, drafted correspondence</p> <p>Program Assistant, <b>Novartis Animal Health</b> Coordinated donation applications for veterinary assistance program, determined level of need and drug donation allotments, tracked donation levels and maintained spreadsheets</p> <p>August 1998 - February 2007 Department Manager, Customer Service, <b>Target Corporation</b> [Greensboro, NC] Guided sales floor team and organized break schedule, built product displays in adherence to company brand, researched and maintained inventory levels, assisted customers with returns and complaints</p>
<b>Education</b>	Department of Film and Broadcasting, University of North Carolina at Greensboro [Greensboro, NC] 2005 B.F.A. in Broadcasting and Cinema, Film Production concentration Minor in Studio Art, Drawing concentration

*References Available*