

Patrick McGuire

Associate Event Coordinator, Assistant Project Manager, Media Producer, Temple University Graduate

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Patrick-McGuire/40cdb8c3087d861e](https://www.indeed.com/r/Patrick-McGuire/40cdb8c3087d861e)

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Production Assistant

Live Nation Entertainment - Philadelphia, PA - April 2016 to Present

Responsibilities

Responsible for daily pre-event setup procedures. Assist Stagehands and Entertainment/Artists with Load-In/Load-Out. Advise sponsors, vendors, and other contracted workers for other miscellaneous tasks during productions.

Accomplishments

Worked with the Production Manager to set up large musical events sponsored by Radio 104.5 as a part of the Summer Block Party shows, and the Roots' Picnic in June 2016.

Skills Used

Time management, and communication skills for several clients and contracted workers.

Project Manager's Assistant

Carr & Duff, Electrical Contractors - Philadelphia, PA - October 2015 to Present

Responsibilities

Assistant to the Site Project Manager, responsible for organizing office and job site materials, manage office case files, time and material sheets, daily manpower reports, and payroll hours for electricians, as well as manage various excel spreadsheets for project data management.

Production Assistant

ESM Productions - Philadelphia, PA - September 2015 to October 2015

Responsibilities

Assisted Production and Site Operations Managers during the Papal Visit (World Meeting Of Families) of 2015, filmed and edited a time-lapse video of the creation of the Papal Stage to be sent out to major media and local news outlets, and coordinated activities and acted as a liaison with labor unions and local vendors to complete the production of the Papal Stage at Eakins Oval for the Papal Mass.

Marketing Intern

Morey's Piers and Beach Front Waterparks - Wildwood, NJ - May 2015 to September 2015

Responsibilities

Served as the assistant to the Director of Branding, Public Relations Manager, and Social Media Content Manager, produced and edited professional photographs and film media to be uploaded to the company website, wrote and published web-based articles uploaded to the company website, wrote and proofread contracts for newly hired entertainment, and created and maintained a digital video series uploaded to the company's YouTube channel.

Front Desk Receptionist

Temple University - Office of Facilities Management - Philadelphia, PA - August 2011 to May 2015

Responsible for maintaining organizational system of over 500 employee records, and filing on a daily basis, implemented time distribution system for employee payroll, delivering mail to multiple buildings on campus, directed calls from inside and outside Temple University, working closely with department supervisor, and dispatched mechanics & engineers for emergencies on Temple's campus.

Maintenance Supervisor

Raging Waters/Ocean Oasis Waterparks - Wildwood, NJ - May 2011 to September 2011

Trained and maintained a team of maintenance technicians for 12+ hour days, supervised daily opening and closing operations, responsible for finding solutions to daily problems under a limited time schedule, operated and maintained heavy machinery, water pumps, and filtration systems on daily basis, and handling hazardous chemicals while operating under OSHA safety regulations.

Guest Services Representative

Raging Waters/Ocean Oasis Waterparks - Wildwood, NJ - May 2007 to September 2010

Adhered to guest concerns and expedited solutions for thousands of guests daily, distribution of park admissions and sales through POS Sales systems.

EDUCATION

Bachelor of Arts in Media Studies and Production

Temple University - School of Media and Communications - Philadelphia, PA
2011 to 2015

LINKS

<https://www.linkedin.com/in/patrick-mcguire-4144a9aa>

ADDITIONAL INFORMATION

SKILLS

- Expert use of media editing programs like Final Cut Pro, Pro Tools, Adobe Premier Pro, Photoshop, Avid Editing Software,
- Efficient use of production/directing ENPS software.
- Expert in use of professional cameras, filming equipment, at professional and collegiate sport and news events.
- Directing and producing highly organized high school and college level news and sports update programming.
- Working under tight time schedules to produce multiple media types from TV and News shows to short film, radio advertisements, highlight reels, and commercials.
- Making and receiving phone calls numerous times throughout the day, with strong professional manner.
- Producing, directing, and editing in professional audio recording studios & home studios.
- Expert in working with Microsoft Word, Excel, PowerPoint, Outlook & WordPress.

-Maintaining high level of inter-personal communication within and outside workplace environments for guest, customers, and co-workers alike.