

Maggie Hales

@ maggiejhailes@gmail.com
in linkedin.com/in/maggiehailes

✉ 2321 E. Bellevue Pl. Apt. D
☎ 972-974-6043

📍 Milwaukee, WI



FREELANCE EXPERIENCE

Production and Food Stylist Assistant

GrubHub Food Delivery Service

📅 January 2019 – Present

📍 Various

- Have worked 5 shoot jobs in 6 different states and 22 cities
- Organizes and labels products for food stylists
- Coordinates with remote team and drivers for quick and effective deliveries
- Maintains a clean work space in AirBnB or Studio and maintain production supplies

Production and Stylist Assistant

Steinhafel's Furniture Inc.

📅 March 2018 – Present

📍 Waukesha, WI

- Assists photographer on 360° product photo shoots
- Selects accent pieces for stylist approval for lifestyle photo shoots
- Orders lunches and maintains craft services during large commercial shoots
- Assists with painting, building, and cleaning sets

Other Work

- P.A. for Penfield Children's Center Documentary short - May, 2019
- Open Call Casting Assistant for Cream City Casting - August, 2018
- Art Department Assistant - Give Me Liberty (Feature Film) - March, 2018
- Associate Producer - "Nashedonia" (short film) - May, 2017 (Nashville)
- Assistant Camera Operator - "A Tale of Two Foodies" (Pilot episode) - March, 2017

EDUCATION

B.S. in Entertainment Industry Business and Management

Belmont University

📅 Graduated May 2017

📍 Nashville, TN

INTERSHIPS

70TH CANNES FILM FESTIVAL

📅 May 2017

📍 Cannes, France

- Hospitality & Event Management Intern

NASHVILLE FILM FESTIVAL

📅 Aug. 2016 - April 2017

📍 Nashville, TN

- Programming Intern & Lead Programmer

STONECASTLE PICTURES

📅 Jan 2016 - May 2016

📍 Nashville, TN

- Documentary & Commercial Intern

WORK EXPERIENCE

Event and Catering Lead

Venue 42 | Glass and Griddle Restaurant

📅 Jan 2019 – March 2019

📍 Milwaukee, WI

- Managed event servers and bartenders with set up and break down of private events with greater than 25 guests
- Worked alongside Event Coordinator and Director of Catering Events to prepare for staffing and equipment needs for upcoming events
- Worked with the client on the day of event to ensure the successful execution of their event
- Set up event room layouts according to banquet event orders and diagrams

Guest Services Manager - Contract

Bentonville Film Festival

📅 Jan 2018 – May 2018

📍 Bentonville, AR

- Coordinated travel and trip logistics for over 175+ film industry and festival guests
- Primary liaison between assistants, publicists, managers in arranging high profile celebrity trips and itinerary creation
- Managed and executed activities associated with festival transportation planning and project development
- Assisted Director of Guests Services with scheduling meetings, conference calls, and other administrative tasks

Hospitality Coordinator - Contract

Milwaukee Film Festival

📅 June 2017 – Oct 2017

📍 Milwaukee, WI

- Coordinated travel and trip logistics for over 75+ film industry and festival guests
- Liaison between guests of the 2017 Milwaukee Film Festival and relevant departments of Milwaukee Film
- Established and maintained external communications calendar, and managed scheduled assignments for visiting guests
- Created trip itineraries for visiting guests and responded to guest needs 24/7 during the festival