

MALYN WOOD

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Versatile production professional with experience on scripted television, supporting both production office operations and on-set workflow. Skilled in coordination, documentation, and cross-department communication in fast-paced environments.

SKILLS & SOFTWARES

- Scenearchive
- Greenslate
- Caset
- Strong attention to detail
- Photography & Videography
- Adobe Creative Suite
- Camera Operation
- Concept Development
- Cross-platform optimization
- Storytelling & Editing workflow

EXPERIENCE

Meemaw | Production Office Assistant **Austin, TX | 2025 – 2026**

- Supported high-volume production office operations for six-episode television series
- Maintained distribution lists and databases in Scenearchive
- Processed check requests and reconciled receipts in Caset and GreenSlate
- Organized and maintained the production's shared Dropbox system

Texas Tech University Recreation Marketing | Lead Editor **City, TX | 2024 – 2025**

- Produced and edited visual content for the official Instagram account, @tturecreation (14K followers), boosting engagement and brand awareness by 38% over 12 months
- Captured and published over 50+ posts and Reels, averaging 100–300 interactions each, increasing event visibility and student engagement
- Awarded Bronze Advertisement Award

Caldwell Entertainment - Live Music Group | Intern **City, State | 2022 – 2023**

- Managed sound checks and operated soundboard for live music events
- Assisted with stage setup and teardown
- Oversaw live recording, mixing, and vocal effects for quality production

EDUCATION

Texas Tech University **Lubbock, TX**
Bachelor of Arts in Creative Media

New Zealand Study Abroad | College of Media and Communication **July – Aug 2024**

- Developed advanced skills in travel photography and documentary-style videography
- Applied field projects to highlight cultural heritage, environmental awareness, and community storytelling

LEADERSHIP AND ACTIVITIES

Tech Creative Media Association – Lead Video Editor **2022-2025**

- Conducted editing workshops for peers in Adobe Suite and post-production techniques

Tech Knowledge **2024-2025**

- Contributed photo/video content to digital projects highlighting student innovation