

Meg Ryan

www.megryan.tv

(630) 338-2570 – meg@megryan.tv

Work Experience:

02/10 – 06/10
Beverly Hills, CA

AppleOne Employment Agency

Temporary Employee

- Acted as receptionist through various short-term assignments
- Performed general office duties

12/09 – 02/10
Culver City, CA

Framework/Arsonal Studios

Receptionist/P.A. Coordinator – Temporary Assignment

- Supervised Production Assistants
- Managed incoming calls, organized meetings, and greeted guest

08/09 – 10/09
Beverly Hills, CA

Producers Guild of America

Public Relations Intern – 12+ hrs/week

- Write Press Releases
- Coordinate media lists

12/07 – 08/08
Franklin Park, IL

Albertsons/Supervalu

Third Party Accounting – Full time 40+ hrs/week, seasonal

- Recorded, processed, and organized third party data and financial files
- Used third party software to open, edit, and close accounts

01/06 – 08/07
Glen Ellyn, IL

Field & Interdisciplinary Studies Aide

Student Aide – part time 20+ hrs/week, attending school

- Field experience course preparation assistant
- Maintained departmental records

05/07 – 08/07
Lombard, IL

Office of Senator Dan Cronin

Legislative Aide – part time 10+ hrs/week, attending school

- Inputted voter data
- Contacted constituencies

Education:

06/09 – 07/09
Los Angeles, CA

Semester in Los Angeles at Raleigh Studios

Immersion Program – 40+ hrs/week, school program

Chicago, IL

Columbia College

B.A. in Television: Writing and Producing

Graduated Summer 2009 – 3.9 GPA

Glen Ellyn, IL

College of DuPage

Associates of Arts in Political Science

Graduated June 2007 – 4.0 GPA

Honors & Activities:

- Phi Theta Kappa – 2006 – present
- Faculty Nominated Scholar – April 2007
- Summa Cum-Laude

Special Skills:

Avid, Kurzweil, Text to Speech software, CPR, Final Draft, Writing Coverage, Microsoft office, Fluent on PC and Mac,