

# Mary Chiang

## Contact

### Phone

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### LinkedIn

linkedin.com/in/mary-chiang

## Languages

English

Mandarin Chinese (Proficient)

French (Intermediate)

Korean (Beginner)

Swahili (Beginner)

## Education

Franklin & Marshall College

2018

## References

Available upon request

## Production Experiences

### ● **Sorrow of Love Short Film (In Post-Production)**

*Producer's Assistant, Director's Assistant*

### ● **How The Gringo Stole Christmas Feature Film**

*Production Assistant (Crafty, Set), Animal Wrangler, Set Medic*

### ● **Ninth Mode: Penn Badgley's podcast, Podcrushed**

*Production Research Assistant*

### ● **2022 New York Film Festival**

*Production Assistant*

### ● **'The Jacksons' Feature Film**

*Production Assistant*

## Other Relevant Experiences

### ○ **September 2021 - July 2022**

Habitat for Humanity Philadelphia

#### **Coordinator, Grants**

- Coordinated the completion of multiple ongoing grant applications
- Maintained accurate application and financial information on a database
- Coordinated with other departments to compile critical financial and project information

### ○ **July 2020 - July 2022**

Regional Baha'i Council of the Northeastern States

#### **Coordinator, Philadelphia Community Programs**

- Coordinated schedules for 4 programs
- Arranged logistics for quarterly camps including A/V tech needs, arranging transportation, study and recreational materials, permission forms, meals, and facilitators
- Organized neighborhood-wide reflection and planning spaces

### ○ **June 2018 - June 2020**

Franklin & Marshall College

#### **Adviser & Event Coordinator, Pennsylvania College Advising Corps**

- Coordinated in-person and virtual (Zoom) needs for meetings, presentations, workshops, college visits, and guest speaker visits
- Coordinated all logistics, accessibility, sessions, and tech needs for school-wide events
- Managed all travel and event scheduling and expenses, including filling out budgetary and reimbursement forms

### ○ **June 2016 - July 2016**

Penn Vet Working Dog Center

#### **Dog Training, Summer Intern**

- Walked working dogs periodically throughout the day, maintaining specific behavioral protocols
- Performed daily husbandry for assigned dogs
- Assisted in training sessions for bomb sniffer, search-and-rescue, and police working dogs

### ○ **October 2014 - May 2016**

Franklin & Marshall College

#### **Member, Equestrian Team**

- Performed daily husbandry for horses, including mucking out stalls
- Performed daily cleaning of tack
- Comfortable tacking up and riding English or Western