

Claire Griffin

Summary

Passionate storyteller and coordinator seeking work in film & production industry with years of experience in media, writing, communications, admin, research, and live entertainment.

Education

University of Miami, 2020

Bachelor of Science — Marine Science, Biology, Political Science | GPA: 3.8

Prague Film School, 2025

Certificate in Filmmaking — Summer Semester

Hands-on instruction in production, screenwriting, directing, camera operation, sound mixing, cinematography, and editing (Avid Media Composer). Wrote and directed 2 short films, crewed in 6 others (AD (x2), AC (x2), gaffer, boom).

Work Experience

Production Assistant

Hamzah Art | Jan 2026 – Present

Production assistant helping with shoot logistics, equipment set-up & breakdown, sound recording, talent management, and other tasks on set of grant-funded short film by director Khwaja Hamzah Saif

Global Media Relations Coordinator

The Nature Conservancy | June 2022 – Aug 2025

Coordinated global news campaigns and developed print, video, and radio conservation stories in close collaboration with journalists, scientists, editors, and external partners. Demanded high caliber of writing, editing, communication, and logistical planning skills.

Also served as my 10-person team's primary administrator, managing operational tasks like tracking and compiling quarterly reports of team metrics; planning events, meetings, and group travel; updating shared task lists and production calendars (*Asana*); liaising with vendors and processing invoices; organizing shared documents and file archives; etc.

Concert Host & Production Crew

Sofar Sounds | Feb 2022 – Dec 2024

Emceed pop-up musical productions in intimate venues across Washington, D.C. Managed artist arrivals, artist interviews, venue check-in and set-up, guest experience issues, and show narration. Also helped audio engineers with equipment load-in, load-out, staging, sound check, etc.

Book Seller

Second Story Books | March – June 2022

Greeted and assisted customers with enthusiasm and kindness, organized and shelved inventory, answered phones and emails, worked register, liaised with booksellers and other vendors.

U.S. Communications Intern

Oceana | March – Dec 2021

Wrote and edited press stories and digital content for Oceana USA; conducted media research by tracking, compiling, and organizing all news coverage for the U.S. comms team into daily reports.

Database Researcher

American Association for the Advancement of Science (AAAS) | June 2020 – March 2021

Collected and compiled data on hundreds of scientists available for journalist inquiry as part of AAAS' SciLine service.

Ecotravel Social Media Assistant

Intercultural Outreach Initiative Galapagos | Aug 2019 – Jan 2020

Managed social media for eco travel and education nonprofit in the Galapagos Islands; joined trips as a staff photo/videographer, interviewer, and writer; created social posts and blogs about global travel opportunities and current program activities.

Community Science Intern

Rescue a Reef | Aug 2018 – Aug 2019

Helped write educational content for the project website and social medias, edited and published promotional videos of field work, and acted as an assistant spokesperson at community outreach events and partner expeditions. In the lab, I assisted with tank maintenance, coral husbandry and micro-fragmentation, field equipment production, and participant survey research.

Animal Welfare Intern

National Aquarium | May – July 2018

Monitored health and behavior of resident dolphins through daily observation reports, research and presentations on new literature in marine mammal welfare science, providing enrichment, and assisting trainers.

Office & Lab Assistant

University of Miami Marine Science Department | Oct 2016 – May 2018

In the office: assisted visitors, wrote department newsletters, managed office mail and email inboxes, provided tours to prospective students, scheduled appointments, and organized student files.

In the marine science lab: organized and managed our chemical inventory, categorized lab specimens, conducted lab safety checks, and assisted professors in experiments through reagent-making, animal husbandry, and equipment preparation.

Skills & Strengths

• logistical planning • global travel • interpersonal communication • writing • editing • video editing • public speaking • acting • live entertainment • hospitality • admin • community outreach • production •