

CLAIRE GRIFFIN

Summary

Passionate storyteller & coordinator seeking work in production offering years of experience in media, communications, admin, entertainment, research, and service.

Education

University of Miami, 2020

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

Prague Film School, 2025

Certification in Filmmaking — Summer Semester

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

Work Experience

Film Intern

NY Women in Film & Television | July 2026 – Present

Current intern helping manage organization's blog posts, email inbox, job board, in-person event production, WordPress website, and listserv.

Lead Server

Onderdonk Restaurant Group | Jan 2026 – Present

Current server and bartender at boutique cocktail bar *The Little Pig* in Brooklyn. Role demands high caliber of communication skills, memorization, organization, and teamwork.

Film Production Assistant

Freelance | Dec 2025 – Present

Have supported crew needs, managed shoot logistics, and assisted with set design on various projects with the following directors and agencies:

- [Diamond Grade Media](#) | July 2026, NYC
- [This January](#) | May 2026, DC
- [Director Hamzah Saif](#) | Spring 2026, DC

Global Media Relations Coordinator

The Nature Conservancy | June 2022 – Aug 2025

Ran media campaigns for TNC global communications by researching, media-training, interviewing, pitching, and coordinating large-scale print, video, and radio pieces in close collaboration with journalists, scientists, editors, and external partners. Also served as global team's primary administrator, managing operational tasks like tracking and compiling quarterly metrics reports; 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 concerts productions in intimate venues across Washington, D.C. Interviewed artists, managed show schedule, coordinated venue check-in and set-up, resolved guest experience issues, and provided charismatic show narration and crowd engagement.

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

film & live event production • artist relations • hospitality • event logistics • administration • team coordination • media training • budget tracking • vendor management • inventory & equipment management • writing • copyediting • Microsoft • customer service • administrative support • cross-functional communication •