

Challis Lee

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PROFESSIONAL SUMMARY

Recent Film & Digital Media graduate with hands-on production experience across nonprofit marketing, independent film, and broadcast-adjacent settings; skilled in on-set and post-production workflows, scriptwriting, and multi-platform storytelling. Proven track record leading teams and delivering polished creative work under deadline, with a first-year promotion and recognition for creative and analytical excellence.

EDUCATION

Loyola University Chicago - School of Communication Chicago, IL

B.A., Film & Digital Media, GPA: 3.9 May 2026

Relevant Coursework: Media Theory & Criticism, Screen Directing, Producing for Film, Screenwriting, Digital Media Ethics, Web Design & Usability

WORK EXPERIENCE

Cross-Functional Business Operations & Marketing Intern June - August 2026

Rentex Bensenville, IL

- Partnered across marketing, product management, sales, HR, and warehouse operations to support cross-functional initiatives and streamline internal business processes.
- Produced social media content, led market research and competitor analysis, and supported paid media campaigns while maintaining CRM data integrity.
- Developed product guides and equipment demonstration content; managed quality control inspections and inbound/outbound inventory for audiovisual equipment.
- Presented process-improvement recommendations to senior leadership and supported client meetings, recruiting, and onboarding initiatives.

Lead Conflict Resolution Liaison August 2023 - April 2026

Loyola University Chicago - Office of Rights, Responsibilities, and Conflict Resolution Chicago, IL

- Promoted within one year for demonstrated leadership and initiative; supervised a team of 10-12 in facilitating student support and conflict resolution workshops.
- Managed social media and digital campaigns (@Luccircles) to promote campus events, integrating content strategy with audience targeting.
- Coordinated events and partnerships with campus stakeholders, aligning engagement strategy with organizational goals.

Film Selection Committee Intern June - August 2024

International Children's Media Center Chicago, IL

- Reviewed and evaluated 300+ film submissions, applying critical analysis to curate festival programming decisions.
- Wrote film descriptions and digital content optimized for target audiences to drive festival engagement.
- Managed submission databases and organized festival logistics, applying project management and data-tracking practices.

AWARDS & ORGANIZATIONS

- [Dean's List](#), every semester
- Recognized for Excellence in Producing Proposal - pitch deck adopted as an instructional model for subsequent film classes, February 2026
- Beta Rho Chapter of Lambda Pi Eta, The National Communication Honor Society, September 2024
- [Maroon and Gold Society](#), Loyola University Chicago, March 2025
- Outstanding Research Project Award, Loyola School of Communication, April 2025
- [Leadership Scholars Program](#), Loyola University Chicago

SKILLS

Scriptwriting, Film Production, Cinematography, Directing, Storyboarding, Video Editing | Adobe Premiere Pro, Final Cut Pro, Adobe Creative Suite, Canva, Microsoft & Google Suites | Digital Marketing, Social Media Management, Content Creation, Copywriting, Creative Strategy,

