

Lake Wales, FL

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<https://sites.google.com/cnu.edu/monica-duncan/about>

Monica Duncan

EDUCATION

Christopher Newport University, Newport News, VA

Bachelor of Arts in Philosophy, Minors in Film Studies and Business Administration, MAY 2025

Jamestown High School, Williamsburg, VA

High School Diploma, JUNE 2021

PROJECTS

Next Generation Storytellers

OCTOBER 2024 – JUNE 2025

- Learned and conducted original script writing and participated in workshops.
- Annotated scripts, scouted locations, and completed storyboarding.
- Participated in industry mentor-led sessions.
- Created call sheets and sides.
- Worked as a PA on two productions, 2nd AD on four productions, and 1st AD on one production.

Senior Thesis

AUGUST 2024 – DECEMBER 2024

- Completed a 25-page paper focused on feminist philosophies in horror films.
- Presented at a Poster Session, which involved creativity and flow of argument.
- Defended Thesis to a committee of three faculty, passed with distinction.

EXPERIENCE

Lovisa, Newport News, VA – Stylist

JANUARY 2025 – JUNE 2025

- Provided personal customer service to help customers find the best product.
- Pierced customers' ears and noses, following specific safety protocol.
- Organized products in an eye-catching presentation.

J. Fenton Gallery, Williamsburg, VA – Assistant Manager

JUNE 2021 – AUGUST 2024

- Resolved customer complaints promptly and professionally to maintain satisfaction.
- Cultivated positive rapport with fellow employees to boost company morale and promote employee retention.
- Trained and mentored new and existing staff to achieve best practices.

Williamsburg Merchants, Williamsburg, VA – Sales Associate

DECEMBER 2020 – MAY 2021

- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
- Helped customers locate merchandise and checked the store system for merchandise at other locations.