

Maya Anne McCabe (she/her)
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Education

Villanova University, Villanova PA
Master of Arts in Communication, December 2025 *GPA 3.80*
Bachelor of Arts in Communication, December 2024 *GPA 3.52*
Minors: computer science and Irish studies

Professional Experience

Assistant to the Producer/Director California Crossings KPBS | April 2026 - ongoing

- Creating call sheets and additional organizational documents.
- Streamlining production processes to create a proof-of-concept pitch on a deadline ● Shooting BTS and interview footage on location.
- Assisting to arrange transportation and communicating between permanent crew and volunteer crew.
- Assisting with equipment management on set.

Digital Affiliate Sales Producer *NBCU Sports - Olympics* | November 2025 - March 2026

- Balancing shifting priorities in anticipation of major events including the Superbowl and the Olympics.
- Supporting NBC affiliate stations with regulations and technical specifications for creative submissions.
- Managing high volumes of email communications with affiliate stations and NBC internal departments.

Paralegal *Law Office of Arthur Goldman*, Philadelphia, PA | January 2024 - present

- Administrative support for attorneys including coordinating schedules and tracking the progress and deadlines of cases.
- Respond to high volumes of emails and phone calls on behalf of attorneys and clients.
- Independently manage high volumes of casework, interact with clients, and help support attorneys in a fast-paced environment to ensure an efficient legal experience.

Film Projectionist *Outside Inc. and Warren Miller Productions* | October and November 2025

- Managed projection gear during road travel, air cargo, and live shows.
- Called cues to light and sound techs during live shows and tech rehearsals.
- Developed skills to problem solve independently and collaboratively with crewmates and theater staff on tight timelines.
- Created reports for management staff at the home office after every show.

- Assisted local and national sponsor representatives during live shows and maintained professional communication as a representative of Warren Miller and Outside Inc.

Production Assistant *HIXO Productions - feature film "the Late"*, Marlton, NJ | September 2025

- Assisted crew and director with equipment management for a multi-day film shoot.
- Script managing to maintain continuity across scenes and assist cast with lines.
- Filmed BTS throughout the shoot process for promotional use.
- Props and set management for all cast and crew, including taking inventory of each costume and prop at the conclusion of each day on set.
- Managed craft services including providing meals and documenting crew expenses.

Production Assistant *St. Francis Inn and Marie's Closet*, Philadelphia, PA | July 2025 - Present

- Researching, developing, and editing promotional videos for the St. Francis Inn and Marie's Closet, a non-profit organization focused on helping underprivileged communities.
- Wrote questions for and conducted all interviews used in ongoing projects.
- Filmed and utilized b-roll in short-form social media videos and longer-form media.
- Editing promotional videos for social media and use within the organization.
- Created a digital logo for Marie's closet.
- Using creative thinking and problem solving skills to film with limited resources.

Producer/Line Producer *EmpowerU (LOCAM Productions)*, Villanova University | 2023 - 2024

- Developed and produced a feature documentary about student advocates working to reduce sexual violence on college campuses and support survivors.
- Pitched documentary to industry professionals.
- Researched, contacted, and screened all interview subjects.
- Assisted Director in writing questions for formal interviews
- Served as Line Producer and Production Manager to book locations and travel, creating and distributing call sheets, and overseeing all basic logistics for the crew.
- Filmed b-roll and BTS footage for use in the film, trailers, and a BTS short.
- Assisted crew in setting up cameras, lighting, and sound equipment.

Broadcast News Intern *PHL-17/CW Channel*, Philadelphia, PA | Fall 2023

- Wrote web articles and voice-over segments for the daily news and live teleprompters.
- Shadowed reporters in the field and control room activity at the office to gain experience with web publishing, broadcast cameras, editing software, and journalism standards.
- Prepared guests for live interviews and supported guest segment production by discussing the live interview process, setting up and breaking down sets, and assisting field producers during live production. **Skills**

- Project management: call sheets, film scheduling, travel arrangements, executive support, script management, props management, Adobe Premiere Pro
- Computer Programming: Java, Python
- Social Media Platforms: Instagram, Facebook, Tiktok
- Office management: Microsoft office, Google Workspace, Adobe suite

Leadership and Service

Volunteer: *Marie's closet and the St. Francis Inn - Summer 2025 - present*

Resident Assistant: *Villanova University Residence Life - 2024-25 school year*

Music Director: *Villanova Student Musical Theater (VSMT) - 2024 fall show*

Drum Major and Pep Director: *Villanova University Band - 2022 - 2025*

Philanthropy Chair: *Villanova University Band - 2024-25 school year*

Volunteer: *ACLAMO community center - 2021-2023 school years*

Outreach Chair and General Body Member: *Villanova South Asian Club - 2021-2025*

Tour Guide: *Villanova Blue Key Society - 2021-2025*

Volunteer tutor: *Villanova first and second year service community - 2021-2023*

Outreach Chair: *St. Thomas of Villanova Day of Service Committee - 2022*