

EXPERIENCE

Fun Time Pottery, Franklin Square, NY — Office Assistant, Creative Manager

October 2021 - PRESENT

- Welcomes a high volume of clients and sets up creative space for each individual client.
- Pitches new project ideas based on current industry trends on a weekly basis.
- Fields phone calls and manages business calendar.
- Processes payments and handles cash with zero discrepancies or errors.
- Shoots social media videos to showcase our work to prospective clients.
- Manages administrative needs, e.g. communicating with patrons and suppliers, maintaining stock, and providing support to business owner.

HEAT Network, Hempstead, NY — Producer, Director, Various Production Staff

February 2021 - May 2023

- Directed several live to tape and live to stream studio productions, and rotated through various control room positions.
- Ran weekly pitch meetings and took detailed notes for show producers, as well as attended weekly run-down meetings with show staff.
- Production managed various crews to make sure all shoots were adequately staffed, as well as booked times and locations for productions.
- Wrote, produced, and edited video packages to air on live streams.

Late Night with Seth Meyers, New York, NY — Production Assistant

September 2022 - December 2022

- Maintained highlight reel record for award show consideration and compiled daily clip research for network producers.
- Provided coverage for Reception and Page Desk as needed by answering phone calls and assisting editorial staff with welcoming guests.
- Completed runs for and distributed supplies to all departments to help with fast-changing day to day show duties.
- Maintained stock and upkeep of office and green room on a daily basis, preparing green rooms for all studio guests.

EDUCATION

Hofstra University Hempstead, NY

September 2019–May 2023 — Bachelor of Arts in Television Production & Studies, GPA 3.7, Graduated with Honors Distinction

SKILLS

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| - Microsoft PowerPoint, Word, Excel | - ENPS | - Working Fluency in French |
| - Adobe Premiere Pro, InDesign, Photoshop | - MacOS and iOS | - Driver's License |
| - Social Media (Instagram, X, Tumblr) | - FinalDraft | |
| - Avid Media Composer | - Google Docs, Sheets, Slides | |