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**PROFESSIONAL EXPERIENCE**

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**Catering Service Attendant  
Soiree Events**

**May 2014 to Present**

- Prep and load in food and supplies for special events including private parties, business events, large scale parties, weddings, etc.
- Pass food and bartend at events.
- Breakdown and clear after events.

**Catering Service Attendant  
Something's Cooking Catering**

**September 2013 to March 2014**

- Work with Chef in kitchen doing light food prep from fruit trays to assembling hors d'oeuvre trays.
- Load in party prep on location for all size events.
- Pass food, bartend and bus events.

**Copywriter/Social Media Content Creator  
Consultant**

**July 2011 to Present**

- Create overall marketing strategy for movies and write copy to support direction, including social media, ad content, internal creative briefs for clients and other content as requested.
- Work with brands such as The Staples Center, consumer goods and services such as catering companies, medical offices, etc. to create marketing strategy. Write copy to support direction.

**Mojo  
Project Coordinator**

**August 2009 TO June 2011**

- Responsible for coordinating the creation and production of TV spots and trailers for movies.
- Created schedules for editors, managed budgets, coordinated communication between all departments, oversaw completion of graphics, music searches and other requests from clients. Reported to CEO.

**Flyer Entertainment  
Project Coordinator**

**November 2006 TO July 2009**

- Coordinated all internal communication in the production of home entertainment advertising.
- Oversaw all scheduling of editors and graphic designers to ensure smooth and consistent work flow, keeping to budget and deadlines.
- Responsible for keeping CEO up to date and informed regarding all client contact.

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**EDUCATION**

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- ❖ **Boston University, College of Communication, B.S. Advertising and Marketing.**