

CAT TASSINI

CAT.TASSINI@GMAIL.COM WWW.CATTASSINI.COM

SUMMARY

Solutions-oriented, results-driven multimedia producer and designer with over a decade of experience. Excellent communication, content production, and project management skills. At home in fast-paced, collaborative environments. A storyteller at heart.

PRE PRODUCTION EXPERIENCE

Virtual Research and Development Assistant: JW Unlimited Films, Remote June 2020 - January 2024

- Built brand identity, from designing logo to creating portfolio website that showcases independent film producer's work
- Created research database of articles, podcasts, films, and other media relevant to new docuseries in development
- Coordinated shoots, made travel arrangements, and wrote web copy, speculative script, and press releases

Research Assistant: Freelance, New York, NY July 2012 - Present

- Assembling databases of research, transcribing interviews, and sourcing archival photos and footage for documentary filmmakers

PRODUCTION EXPERIENCE

Writer, Director, Producer, Editor: *Echo's Answer*, Brooklyn, NY February 2020 - Present

- Developing feature-length hybrid documentary celebrating the late musician Trish Keenan and exploring her influence on present-day female and nonbinary artists
- Screened short film version on Media Monsters streaming series online, at NonFilms' DarkRoom Screening and Salon, and at the Art of Brooklyn Film Festival 2022, where it was awarded Outstanding Sound
- Directed and produced *The Broadcast Broadcast* livestream series and executed in-person episode screening events

Art Department Assistant: Freelance, New York, NY July 2012 - Present

- Freelance art director, set decorator, and set dresser on digital series, short and feature films, and live productions

POST PRODUCTION EXPERIENCE

Post Production Coordinator: SuperBam Inc, Remote December 2024 - Present

- Organizing clients' video, graphic, and audio files in Google Drive and managing projects on Monday
- Editing social media clips and compilations in Adobe Premiere Pro and uploading and scheduling them in Youtube
- Pitching compilation ideas and writing paper cuts and synopses of new series
- Coordinating with freelance editors

MARKETING AND SOCIAL MEDIA EXPERIENCE

Ingestion Coordinator: SuperBam Inc, Remote June 2024 - December 2024

- Took ownership of the Youtube Content ID ingestion workflow, including uploading current clients' dailies and new client backlogs, making Monetization Repairs, and reviewing the Invalid Reference Queue
- Successfully independently onboarded new partners

Marketing and Development Associate: Mabou Mines Theater Company, New York, NY January 2023 - February 2024

- Strategized and executed multichannel fundraising campaigns, tracked donations and wrote thank you letters
- Increased ticket sales to SUITE/Space theater festival by 20%
- Designed and wrote e-blasts, social media posts, posters, and programs for productions and special events
- Crafted engaging, accessible content for Facebook, Instagram, and Twitter/X; increased Instagram following by 22%

EDUCATION

The Art Institute, Austin, TX

- Professional Certificate in Web Design & Interactive Communications 2015

Tisch School of the Arts, New York University, New York, NY

- Bachelor of Fine Arts in Drama, Art History Minor 2010

SKILLS

Adobe Creative Suite; MS Office; Google Suite; Mailchimp; Canva; HTML/CSS; video editing; motion graphics design; storyboarding; interactive design; event design; actively exhibiting visual artist; multi-award-winning filmmaker.