

CAT TASSINI  
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## SUMMARY

Motivated, resourceful, and tech-savvy creative producer, multimedia designer, and marketing professional experienced in digital asset management, content distribution, and cross-team production workflows. Skilled at coordinating editors, managing large media libraries, and ensuring platform-ready delivery across social channels. Self-motivated, highly organized, and always excited to learn. A storyteller at heart.

## PROFESSIONAL EXPERIENCE

### **Post Production Coordinator:** SuperBam Inc.

Dec 2024 – Aug 2025

- Edited and prepared social media clips and compilations in Adobe Premiere Pro and uploaded and scheduled them on YouTube and Facebook for media and tech startup
- Coordinated workflows with 5+ freelance editors, tracking revisions, deliverables, and deadlines to maintain publishing schedules.
- Pitched and edited compilations; wrote paper cuts and synopses of new series
- Learned new technology utilizing AI localization

### **Content Ingestion Coordinator:** SuperBam Inc.

Jun 2024 – Nov 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
- Promoted to Post Production Coordinator position

### **Marketing & Development Associate:** Mabou Mines Theater Company

Jan 2023 – Feb 2024

- Strategized and executed multichannel programmatic marketing and fundraising campaigns, tracked donations and wrote thank you letters; wrote all public-facing communications
- Crafted engaging, accessible content for Facebook, Instagram, and Twitter/X; increased Instagram following by 22%
- Conceptualized, shot, and edited SUITE/Space artist interview videos; packaged for social campaign that resulted in 20% increase in resident artist festival ticket sales
- Raised \$1,250 in donations over just two and a half weeks for the company's first end of fiscal year fundraising campaign

**Office & Community Manager: Woodward Residency**

Jan 2022 – Dec 2022

- Managed office for busy real estate development business, construction company, and multiuse event and work space
- Administered pilot residency program in workspace for more than twenty resident artists
- Handled correspondence, scheduling, invoice processing, reviewing license applications, composing leases, onboarding new residents, and project management
- Planned monthly events for 50+ attendees including liaising with guests, operating audio/visual system, and sourcing materials and vendors

**Research and Development Assistant: JW Unlimited Films**

Jun 2020 - Jan 2024

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

SELECTED FILM PRODUCTION EXPERIENCE

**Writer, Director, Producer, Editor: *Echo's Answer***

June 2020 - Present

- Independently developing hybrid documentary celebrating the late musician Trish Keenan and her influence on present-day artists
- Screened short film version on Media Monsters streaming series, at NonFilms' DarkRoom Screening and Salon, and at the Art of Brooklyn Film Festival 2022, where it earned Outstanding Sound award
- Directed and produced *The Broadcast Broadcast* livestream series and executed three in-person episode screening events to support crowdfunding campaign
- Raised \$7,595 via Seed & Spark crowdfunding campaign, exceeding goal to support production of short film version of project

EDUCATION

**Parsons School of Design, The New School** — New York, NY  
Master's in Media Studies

Expected 2027

**New York University – Tisch School of the Arts** — New York, NY  
BFA in Drama, Minor in Art History

2010

SKILLS

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