

SOFIA SERVIZIO

EMERSON COLLEGE, BACHELOR OF FINE ARTS, CLASS OF 2025

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[LinkedIn](#), [Portfolio](#)

PROFESSIONAL SUMMARY

Majored in Media Arts Production with a minor in Marketing Communications. Highly organized and detail-oriented creative professional with experience supporting executives, coordinating schedules, and managing logistics for film and media projects. Skilled at multitasking in fast-paced environments, handling confidential information with discretion, and ensuring smooth operations across personal and professional tasks. Passionate about film production and eager to gain insight into the development process while providing reliable day-to-day support.

EXPERIENCE

Executive Assistant to Chief Executive Officer

Oct. 2025 - Present

Rock 'N' Roll Fantasy Camp

- Manage executive-level calendar, scheduling, and meeting coordination for the CEO, ensuring smooth daily operations across production, partnerships, and events.
- Handle high-volume email correspondence, incoming calls, and communication on behalf of the CEO; manage roll calls, screen requests, and maintain strong relationships with industry partners.
- Coordinate travel itineraries, lodging, transportation, and logistics for nationwide events and talent engagements.
- Coordinate film screenings, including venue communication, guest lists, RSVP management, and hospitality for sponsors, talent, and executive producers.
- Take detailed notes during calls and meetings, distribute summaries, and follow up on action items to ensure timely execution.
- Created social media posts and reels for the official Instagram and Facebook pages

Influencer Marketing (Freelance)

Sept. 2025 - Present

Tower Agency

- Manage and create engaging social media content to promote Alden Mills' brand, book, and products across multiple platforms.
- Develop influencer marketing strategies to expand audience reach and strengthen brand identity.
- Support brand image building through consistent voice, storytelling, and audience interaction.

Reader

July 2025 - Sept. 2025

Austin Film Festival

- Evaluated screenplay submissions and delivered detailed written coverage under tight deadlines.
- Synthesized story insights to inform programming decisions, supporting senior staff strategy.
- Managed a high volume of reading assignments with consistent accuracy and discretion.
- Utilized tracking systems to log, organize, and deliver coverage efficiently.

Development Intern

Jan. 2025 - May 2025

Ace Entertainment

- Coordinated executive schedules, meetings, and Q&A sessions, ensuring smooth day-to-day operations.
- Managed and tracked incoming script submissions and talent lists with accuracy and confidentiality.
- Prepared creative decks and "pop culture memos" to support executive decision-making.
- Performed front desk duties, answered calls, and served as first point of contact for guests and clients.
- Compiled daily updates and assisted with internal communication across departments.

Producer/Production Assistant

March 2023 - April 2023

Independent Film

- Coordinated schedules, permits, and travel arrangements for cast and crew
- Managed on-set operations, keeping production on time and within budget
- Secured locations and communicated with vendors to ensure smooth logistics
- Assisted the director and producer with real-time problem-solving and task prioritization

SOFTWARE PROFICIENCY

Editing: Adobe Premiere Pro, Adobe After Effects, Adobe Photoshop, Adobe Acrobat, Adobe Creative Cloud, Capcut, Davinci
Animation: Autodesk Maya, Autodesk Arnold Renderer, Procreate, Procreate Dreams

Website Design: Canva, Wix

Office: Google Suite (Docs, Slides, Sheets), Microsoft Suite (Word, PowerPoint, Excel, Microsoft 365), Airtable, Zoom, Fade In, Slack, Notion

AI: ChatGPT, Midjourney, Claude, Wonder, DiffieArt, Runway, Pika

SKILLS

- Scheduling & Calendar Management
- Travel & Errand Coordination
- Task & Workflow Organization
- Vendor & Location Coordination
- Meeting Preparation & Note-Taking
- Confidentiality & Professional Discretion
- Film and TV Production