

Michelle Romano

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www.pmmodels.com/emd/MichelleRomano.html

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Work Experience

- Tribeca Film Festival**, New York, NY, Media Hostess/Hospitality 04/2007-5/2008
- Responsible for Industry check in and Hospitality services
 - Assist with Press and Industry related events and services, including Media relations
 - Aid to the marketing department by distributing flyers and promoting at participating Theaters
- NY Film and Video Festival**, New York, NY, Hospitality 07/2007
- Cine Vegas Film Festival**, VIP events Hostess/Hospitality - Las Vegas, NV 06/2007
- Event Hostess for VIP Party Events and Exclusive Ceremonies
 - Hospitality and Information administrator for all Festival Activities
 - Assist with Press and Industry related events and services, including Media relations
- The 7th Floor**, New York, NY, Production Assistant 05/2007
- Screen, review, and summarize all incoming scripts for purposes of searching for potential projects
 - Support to production team of Mary Stuart Masterson's full-length feature *The Cake Eaters* screen at Tribeca Film Festival 2007
- International Model and Talent Association (IMTA)**, Boston, MA, Coordinator 01/2005–10/2006
- Recruitment of actors and models for upcoming conventions and competitions in MA, NY, and LA
 - Training students and conducting seminars in preparation for event competitions
 - Support to owners, management, & staff on various projects including talent biographies, request for proposals, and seminar presentations
 - Aid to Marketing Associate and Agency Director responsible for seminars and presentations:
 - Research of biographies and pulling all requested database reports for client contacts attending seminar
 - Management of responses from RSVP forms and Survey questionnaire in company database
 - Assistance to Marketing Associate and other professionals with room set-up/ ushering seminar attendees from entrance upon arrival and departure of events
- Barbizon Acting and Modeling Agency**, Boston, MA, Sales Director 09/2004-10/2006
- Traveling motivational speaker and sales lecturer for schools all over the United States
 - Book keeping for classes and seminars
 - Maintenance of student records by the inter-department database, by continual research and assortment
 - Teach performing arts classes at the Barbizon School
 - Booking for photographers and talent for photo-shoots
- ### Education
- University of Massachusetts, College of Humanities and Fine Arts**, Amherst, MA 05/2005
- **B.A.** degree in Theatre Arts w/ minors in **Communications & English Literature**
- Institute of Contemporary Arts – Film School**, Boston MA 05/1999
- **Film** Student, 2 year program
- ### Activities
- Ad Cast Network TV**, New York, NY, Producer/Sales Representative/Actress 07/2007
- Consulted with business owners for sales of ad space and show time on cable network
 - Completed preliminary sales course
 - Produced multiple commercials for the company network
- Plymouth State University Class President**
- Chairperson of Student Life Activities for Student Government
 - COSGA Leadership Conference at Texas A&M University