

Marissa Cloutier

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Profile

Dedicated to event/production management, organization and creative content with five years of experience in event production. Adapted to experiences in weddings, photography, and digital video that allow for different problem-solving situations. Communication and detail oriented with experience in collaboration. Proven ability to multi-task, effectively command and optimize teamwork.

Experience

Production Assistant/Coordinator January 2025 - Present

Massive Mission LLC | Nashville, TN

- Scheduling, budgets, logistics for live event media production
- On-set gear set up, break down, B/C cam operation, audio recording
- Assistant editing and Post-production producing

Event Sales Coordinator

June 2024 - January 2025

Wedding Hostess/Supervisor

March 2020 - January 2024

Chocksett Inn & Restaurant | Sterling, Ma

- Managing event timing and set up/breakdown for fast-paced events
- Coordination of Contracts and BEOs between clients and staff
- Day-of Coordinator for weddings and events, executing timing and requests

Production/ Video Editing Assistant

February 2024 – May 2024

Stray Stray Path | Auckland, NZ

- Assisting with production set up/execution on client and creative sets
- Communicating with clients on a desired product
- Assistant editing client videos and a feature film by organizing footage

Assistant Videographer

May 2022 – February 2024

Sterling Lancaster Community TV | Sterling, Ma

- Operating camera and audio for town events
- Handling of equipment for set up and breakdown

Assistant Director

June 2023 – August 2023

PostHysteria Productions | Ayer, Ma

- Creating daily schedules and call sheets
 - Organizing production set up and locations
 - Managing actors and crew
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Education

Bachelors of Science Communications Media | Fitchburg State University | Fitchburg

Concentrations in Film video and Photography

Overall GPA: 3.91

Accomplishments

Dean's List	2021-2024
Visions contest - Photography	2023-2024
Elaine T. Coyne Women in Film Memorial Scholarship	2024
Distinguished Scholar	2024

Core Competencies

Adobe Creative Suite	Davinci Resolve	Microsoft 360
Ameran/Speedotron Lighting	Caterease/BEOs	Event Management

