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# Dinara Mukhtarova

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## Summary

Dedicated professional with a demonstrated history in event production, excelling in the management and execution of technical aspects of events. Proven experience in setup, implementation, and maintenance of AV systems, ensuring successful operations and productions. An innovative professional adept at training and managing technical staff, committed to delivering high-quality productions both in indoor and outdoor settings.

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## Skills

### Technical:

- Liaising with clients and attendees
- AV systems troubleshooting
- Audio mixing consoles
- Maintenance of sound, lighting, electrical, and video systems
- AutoCAD for event mapping
- Familiar with EMS, Dante, and QSys software
- Taking stock of inventory

### Event Management:

- Event production management (indoor and outdoor)
- Team Collaboration and training
- Decision Making
- Project Management Abilities
- Maintaining rosters and logs

### Safety:

- Conducted technical and safety training sessions.
- Adherence to safety protocols for live event productions.

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## Experience

### Play Production Manager | 09/2018 - 06/2020

Baku Oxford School – Baku, Azerbaijan

- Directed and managed the complete production process for the school's annual play, ensuring all elements—from set design to final performance—were executed smoothly.
- Coordinated with technical teams, handling lighting, sound, and prop setup, ensuring an immersive theatre experience for the audience.
- Handled equipment procurement and maintenance, keeping an updated inventory.
- Successfully managed a diverse team of students, including actors, stagehands, and technicians, fostering a collaborative environment.
- Oversaw the promotion of the play, from creating visually compelling posters and tickets to managing online and offline marketing efforts

**Contest Chair & Event Planner | 08/2021 - Present**  
SWAMPCON, University of Florida – Gainesville, FL, United States

- Managed and executed the technical aspects of various contests and events.
- Coordinated logistics, including equipment setup, venue bookings, and vendor coordination.
- Handled the post-event technical wrap-up and inventory checks.
- Worked closely with a team to ensure timely execution and delivery of event technical needs.

**Graphic Designer | 08/2019 - 08/2021**  
AT & S - Baku, Azerbaijan

- Led a team of designers to meet project deadlines consistently.
- Collaborated with cross-functional teams to achieve creative goals.
- Regularly liaised with clients through calls, emails, and face-to-face meetings.
- Actively participated in team meetings, contributing to the establishment of new practices.
- Meticulously managed multiple design projects, ensuring both short and long-term targets were met.

**Web & Graphic Designer / Social Media Manager | 08/2022 - 08/2023**  
Office of Academic Support, University of Florida - Gainesville, FL, United States

- Utilized tools from the Adobe Creative Suite, particularly Photoshop, Illustrator, and InDesign, to create compelling visuals for events.
- Coordinated with content writers, developers, and other professionals to ensure consistency in event productions.

**Education and Training**

**University of Florida - Gainesville | Bachelor of Arts**  
**Major:** Digital Arts and Sciences, Expected in 05/2025  
**Minor:** Computer Science, Expected in 05/2025

**Baku Oxford School - Azerbaijan | High School Diploma**  
06/2021

- Student Union Treasurer for 2 years.
- Completed 4 years of cinematography school.
- Hosted school charity events.

**Languages**

**English:** First Language

**Russian:** C2  
Proficient

**French:** C1  
Advanced

**Turkish:** B1  
Intermediate