

Dylan Cassagnol

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Professional Experience

Executive Administrator

Logic Integration LLC

Denver, Colorado

November 2022 – Present

- Format Information for Internal & External communication: memos, emails, presentations, reports, etc
- Coordinate Marketing efforts, photo shoots, and video shoots
- Monitored marketing schedules through CRM
- Coordinate website changes such as staff updates, photo uploads, create new webpages, update existing pages.
- Provided support to executives.

Executive Assistant

Strong Financial Group Inc.

Denver, Colorado

May 2020 – November 2022

- Scheduled appointments for loan officers
- Cross-platform data entry
- Monitored marketing schedules through CRM
- Coordinated travel arrangements
- Ordered appraisals and credit reports
- Provided support to loan-seeking clients

Head of Sales and Business Development

Topher Straus Fine Art

Genesee, Colorado

October 2018 - April 2021

- Generated sales leads
- In-person sales to collectors at galleries and art events
- Formulated business plans to reach clients' creative and fiscal goals
- Planned and organized promotional events with local co-sponsors at galleries, museums, restaurants, hotels, and boutique shops
- Solicited free advertising in well-respected print publications to promote upcoming exhibitions and exploit artistic accomplishments
- Optimized shipping logistics

Associate Producer

Reel Dreams LLC

Genesee, Colorado

May 2015 – September 2018

- Planned and executed pre-production schedules, call sheets, and budgets
- Acquired funding for independent film productions
- Communicated with casting directors, production coordinators, and various team members to foster a common vision
- Collaborated with pre-production teams to develop storyboards, look books, and production presentation slideshows

Screenwriter

- Co-wrote feature length screenplay
 - Developed story structures and plot beats to utilize in various genres and formats.
 - Wrote for television commercials and off-broadway stage plays
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Graduated April 2023

Education

University of Denver, Denver, CO
Full-stack Web Development

Colorado Film School, Denver, CO
Writing and Directing for the Screen

August 2013 — May 2015

Proficiencies

Javascript, CSS, HTML, Node.js, Express, React, Sequelize, Mongoose, GraphQL, Microsoft Office Suite, Google Suite, Adobe Premier, AVID, Da Vinci Resolve, Final Draft, Final Cut