

Evan T. Vacchiano
Austin, TX
evanvacchi@gmail.com

SKILLS

Microsoft Office Suite, Excel, Google Docs, AutoCAD, Python, SQL, HTML, CSS, JavaScript, Premiere Pro, After Effects, Contracts, Ticket Sales, Scheduling, Expense Reports, Teamwork, Leadership, and Communication.

AGENCY FOR THE PERFORMING ARTS Beverly Hills, CA April 2019 – July 2020

Agent Trainee | Comedy Touring Department

- Delivered pitches and tracked status of talent submissions to buyers.
- Managed ticket sales, excel grids, department calendars including the scheduling of meetings and conference calls. Additionally, coordinated travel, managed itineraries, compiled expense reports, and maintained contact information files.
- Independently handled multiple projects in a deadline-driven environment. Multi-tasked to stay on top of all responsibilities to ensure expectations are consistently met or exceeded.
- Assisted in day-to-day business activities while demonstrating the ability to handle confidential information and discretion, while working with high-level talent.

THE MOST ORGANIC PRODUCTION COMPANY West Hollywood, CA January 2019 – March 2019

Freelance Photo Editor / Production Assistant

- Engaged, assisted, and managed hundreds of audience members.
- Photographed all audience members before the show to assist producers in the pre-screening process.
- Effectively contributed to the editing and sales team.

GORILLA FLICKS Burbank, CA June 2017 – December 2018

***Office Production Assistant* | July 2018 – December 2018**

- Rolled calls, assisted in development, and helped maintain/organize footage.
- Entrusted to supervise interns.
- Assisted with on-set production and helped high-level executives daily.

***Development Intern* | June 2017 – August 2017**

- Developed notes and ideas for producers and writers.
- Aided executives in the preproduction of commercial pitches and feature films.

INSTRUCTIONAL SUPPORT SERVICES Ann Arbor, MI Jan 2017 – May 2017

Media Consultant & Assistant Editor

- Responsible for delivering creative and informational content to University of Michigan clients.
- Assisted students and faculty with their inquiries about media and equipment.
- Created and edited several tutorial videos and various other educational videos for the university.

KNAPE & VOGT MANUFACTURING Grand Rapids, MI May 2016 - August 2017

Continuous Improvement Intern

- Calculated rates for machine work centers; utilized Microsoft Excel formulas and templates.
- Tutored other employees in handling Microsoft Excel and AutoCad.
- Constructed the master plant layout and helped design the new \$500,000 parking lot.

EDUCATION

University of Michigan, Ann Arbor, MI

Bachelor of Arts. Major: Film | Sub-Major: Screenwriting | Minor: Entrepreneurship – Magna Cum Laude