

GABRIELA ASSUNÇÃO

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EDUCATION

New York University, New York, NY
Cinema Studies/Psychology Double Major, **May 2019**
Producing minor
3.73 GPA

Carlucci American International School of Lisbon, Lisbon, Portugal
IB Diploma and American High School Diploma, **June 2015**
4.0 GPA, 38 IB points
IB Higher level: Business and Management, English Literature, and History,

EXPERIENCE

Nomadic Films, London, UK
Production assistant/Runner, September – December 2016

- Dealt with logistical and creative planning of shoots, client liaison, research, and job recruitment
- Organized finances on excel
- Assisted on shoots, including a Max Factor advertisement with Victoria's Secret model Stella Maxwell
- Provided administrative and general support with day to day task of running the studio/office

"The Presidential" and "Avenue Q: The Musical", Lisbon, Portugal
Junior Content Manager, June-July 2016

- Wrote and translated all content pertaining to both projects (of the same entrepreneur), such as full website material, press releases, and visual presentations for clients or partners
- Fulfilled PA duties, including communicating directly with business partners and clients
- Assisted production of both projects, including hands-on work (ie preparing stages for showcases)

Student Undergraduate Government, New York, NY
Floor Representative, January-May 2016

- Planned numerous social events for students at Rubin Hall at NYU

THIMUN (Model UN Conference), Hague, Netherlands
Editor, October 2014-February 2015

- Wrote and edited dozens of articles, one issue per day for 5 consecutive days

Student Council, Lisbon, Portugal
Grade Representative/Public Relations, September 2014-May 2015

- Fulfilled PR duties, including making all announcements via email, the daily bulletin, and posters
- Planned events and fundraisers, including pizza sales, senior prom, and game competitions

Vila Joya Hotel, Albufeira, Portugal
Freelance Translator, August 2014

- Translated official and unofficial documents from Portuguese to English

IMUN (Model UN Conference), Lisbon, Portugal
Deputy Secretary General, February-November 2014

- Organized an international Model UN conference (chose debate issues, arranged housing for visiting students, led meetings with 7 student officers)
- Chaired debates with over 300 delegates

LANGUAGES

Fluent: Portuguese, English • Intermediate: French, Spanish

SKILLS

Proficient in Microsoft Word, PowerPoint, Excel, and Keynote. Well versed in social media.

ACTIVITIES

- Member of the Motion Picture Club at NYU, September 2015-Present
- Acting Student at the Atlantic Studio, February-May 2016
- Acting Student at the HB studio, September-November 2015
- Member of the National Honor Society, May 2013-May 2015
- Editor-in-chief of IMUNION newspaper, April-November 2013
- Actress in the Drama Club, 2005-2014