

Kristina Stasi

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408-309-3409
Astoria, NY 11106

SKILLS

- Professional industry experience includes: Museum Theatre, Education, Performing Arts, Luxury Retail, Customer Service, and Reception
- Expertise with Public Speaking, Creative Writing, Singing, Acting, Improv, Program Coordination, Administration, Sales, Team Building, Costume/Props, and Visual Merchandising
- PC – Microsoft Office Suites and Windows Movie Maker
- Mac – iMovie and Photoshop
- Knowledge of BlueCherry, Repzio, Concur, Condeco, Open Table, POS Systems, Passage Point, and multi-line phones
- Comprehension of French and some Italian

SELECTED WORK EXPERIENCE

SugarBear Games (*remote*) January 2019 – present

Freelance Copywriter for StartUp Wars card game

- Commercial script developer and supervisor
- Lead copy for social media accounts
- Editor for instructions' manual

NEST Fragrances *New York, NY* March 2017 – March 2019

Sales Administrator

- Liaison between wholesale accounts, account executives, operations team, and FedEx
- Set up accounts, entered orders, generated invoices, and updated payment in BlueCherry
- Created and/or maintained trackers and reports to keep sales team organized

Red Fuse Communications *New York, NY* March 2016 – March 2017

Receptionist

- Booked conference rooms for all internal and client meetings through the Condeco booking site
- Filed business-related expenses through the Concur website for a senior manager
- Answered multi-line phone and screened calls accordingly

The Wildlife Conservation Society *New York, NY* June 2015 – March 2016

Program Co-creator/Project Coordinator/Supervisor/Actor

- Coordinated and supervised seasonal programs at New York Aquarium and Central Park Zoo
- Performed education musicals for children at schools, libraries, and zoos.
- Created insightful and entertaining scripts and props

Freelance Assignments *New York, NY* March 2013 – March 2016

Receptionist, PR/Administrative Assistant, and Sales Associate

- Supported: Directors, Managers, Supervisors, and Executives
- Administrative Responsibilities: Data Entry, Filing, Copying, Calendar Management, Office Maintenance, and Reception
- Companies: Guess, Dana-Co, The Carlyle Group, Calvin Klein, Talbots, The Silverfern Group, Oakhill Advisors, and Westfield

EDUCATION

D&AD New Blood Shift graduate May 2019

University of California, *Davis* September 2009

*Bachelors of Arts, Dramatic Arts | Minor, Textiles & Clothing

References available upon request