

GINA SCARPINO

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ginamscarpino.com



KEY SKILLS

- Advanced with Adobe Creative Suite
- Advanced photography skills
- Deadline driven
- Strong organizational skills
- Detail oriented
- Creative thinker
- Advanced with Microsoft Office
- Works well under pressure
- Can type 89 words per minute
- Strong multitasking skills
- Advanced copy editing skills
- Strong verbal and written communication skills
- Can lift 50+ pounds

ADDITIONAL EXPERIENCE

- Photographer for Interscope Records (October 2016 - September 2017)
- VIP Assistant for Chance The Rapper's Be Encouraged tour (September 2017)
- VIP Assistant for Mary J. Blige's Strength of a Woman Tour (July 2017)
- VIP Assistant for G Dragon ACT III MOTTE tour (July 2017)
- VIP Wristbander at Mamby on the Beach Music Festival (June 2017)
- Guest Services Representative at Spring Awakening Music Festival (June 2017)
- VIP Assistant for Kidz Bop: Best Time Ever Tour (June 2017)

EDUCATION

COLUMBIA COLLEGE CHICAGO, CHICAGO, IL, MAY 2017

B.A. IN MUSIC BUSINESS MANAGEMENT, JOURNALISM MINOR

- PR Writing class in Nashville during winter of 2016
- Writing Abroad class in Rome during winter of 2015
- Coordinated AEMMP Record's Unofficial SXSW showcase in March 2017

WORK EXPERIENCE

BEYOND THE STAGE MAGAZINE, CHICAGO, IL, JUNE 2017 - PRESENT

Photo Editor

- Responsible for keeping the publication's files, graphics, and databases organized for the staff
- Communicated with staff to organize upcoming digital and issue content
- Sent any photo requests to artist's publicists for all 12 staff photographers

LINCOLN HALL + SCHUBAS, CHICAGO, IL, SEPTEMBER 2016 - MAY 2017

Day of Show Intern

- Performed various hospitality tasks per the artist's request
- Sold merchandise for opening and headlining artists
 - Artists include Dan Layus, Tokyo Police Club, and Eden
- Allocated and balanced hospitality costs for show settlements

BOWERY PRESENTS, NEW YORK, NY, JUNE 2016 - AUGUST 2016

Marketing and Design Intern

- Created flyers and posters for upcoming concerts
- Generated email campaigns for concerts and specific target markets
- Updated & posted event details to socials (Twitter, Facebook, Instagram)

EVENT EXPERIENCE

TRIBECA FILM FESTIVAL, NEW YORK, NY, APRIL 2018 - APRIL 2018

Production Assistant at SVA Theatre

- Organized festival warehouse and production drops prior to the festival
- Assisted office production team with administrative tasks such as organizing radios and coordinating street permits
- Stocked green rooms for panelists during the festival

BRICK LIVE GROUP, NEW YORK, NY, FEBRUARY 2018 - FEBRUARY 2018

Box Office Attendant at LEGO Live

- Assisted guests with purchasing tickets using Front Gate Ticket's Point-of-Sale system
- Troubleshoot ticketing issues including faulty barcodes and issuing refunds

C3 PRESENTS, CHICAGO, IL, JULY 2017 - AUGUST 2017

Platinum Host at Lollapalooza Music Festival

- Coordinated shuttle times with golf cart drivers for platinum guests
- Assisted guests with finding viewing areas at stages

RED FROG EVENTS, DOVER, DE, MAY 2017 - JUNE 2017

Artist, Guest, and Media Credentials Support for Firefly Music Festival

- Added artists, media, and guests to festival database applications like Mercato, Elevate, and Gingerbread Shed
- Compiled artist packs with all credentials needed for the crew and bands (activating wristbands, parking passes, and camping credentials)