MARGARITA TENISI

CREATIVE PRODUCER

WWW.MARGARITATENISI.WIXSITE.COM/MYSITE

I'm a Creative Producer whose passionate about supporting and creating diverse stories. I am a strong team player and have exceptional organization skills. I am seeking entry-level Production Assistant positions and/or mid-level Creative Producer roles.

WORK EXPERIENCE

BAYCAT
Studio Intern | October 2020-present

- Researching, creating, and presenting Concept Deck on Google Slides for $4K Racial Justice Project with Studio Team in Pre-Production
- Assisted in editing Selects and B-roll in Premiere Pro for Save the Waterfront Project
- Constructing Character Bio and Beat Sheet on Google Sheets for narrative short film

MISSION BIT
Program Intern | July 2018 - August 2018

- Designed flyers for Fall 2018 programs and end of program certificates for students
- Provided customer service over the phone and in person to parents and students
- Organized and set up event materials, managed 13 volunteers, and took photos of 50 students during Hackathon event
- Supported Program Managers in organizing materials and setting up

GAYLORD MEMORIAL LIBRARY
Intern | September 2016 - May 2017

- Designed flyers and bookmarks for monthly events
- Planned and set up tech equipment for monthly Wine Down events
- Provided tech support to patrons on Tech Saturdays
- Cleaned and reorganized desks and books in the library
- Transcribed Archival section of South Hadley, MA

PALO ALTO ART CENTER
Program Intern | June 2016 - August 2016

- Produced and edited video of photography students' art work for parents
- Provided customer service over phone, email, and in person
- Worked with team of 5 interns and 10 volunteers to support art teachers in their classrooms
- Documented inventory and reorganized supply shelves

EDUCATION

Mount Holyoke College
Bachelor of Arts in Art Studio,
2015-2019

SKILLS

- Photoshop
- Illustrator
- InDesign
- HTML & CSS
- Google Slides
- Photography
- Printmaking
- Social Media
- Event Management
- Project Management