

Kristina Stasi

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EDUCATION

D&AD

[New Blood Shift Program](#)

February 2019 – May 2019

Udemy

[Modern Copywriting](#)

February 2019 – June 2019

Grow with Google

[NYC Learning Center](#)

June 2019 – present

University of California, Davis

*Bachelors of Arts- Dramatic Arts |

Minor- Textiles & Clothing

September 2009

SKILLS

- Public Speaking, Creative Writing, Social Media, Singing, Acting, Improv, Program Coordination, Administration, Sales, Team Building, Costume/Props, Visual Merchandising
- Google Suites, Microsoft Office Suites, Photoshop, Windows Movie Maker, iMovie, BlueCherry, Repzio, Concur, Condeco, Open Table, POS Systems, Passage Point, multi-line phones
- French and some Italian

SELECTED WORK EXPERIENCE

Lincoln Center for the Performing Arts *New York, NY*

November 2019 – present

Receptionist

- Books conference rooms for all internal meetings through Outlook
- Greets and offers assistance to guests and employees
- Answers multi-line phone and screens calls accordingly

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 senior management
- 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

RELATED EXPERIENCE

- Currently performs with indie musical improv & hip-hop improv teams and a Magnet house sketch team
- Once played Maria in West Side Story and a Steampunk-version of the Fairy Godmother in Cinderella
- Writes parody songs to the tune of Disney classics
- Loves to sing karaoke and once competed in the NYC Karaoke League