

CONTACT

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+1 (787) 624-3310

Puerto Rico

lisaportfolio.carrd.co

SKILLS

- Microsoft Office Suite
- Social Media Platforms
- Attention to detail
- Creative
- Able to realize miltiple tasks
- TeamWork
- Leadership
- Organized
- Responsible
- Spanish (native)
- English (B2)

ELISAMAR RIVERA

Production Assistant

EXPERIENCE

Production Staff

LUSCA Film Fest | october 2021

- Register
- Runner
- Assisting Exhibitors
- Welcoming and merchandise sales

Runner

Restaurant and Bakery Show | october 2021

- Assisting guest and exhibitors
- Welcoming

Working Staff

Co. Co. Haus | september 2021

- Exhibitors register
- Sponsor Check-In
- Assisting guest and exhibitors

Production Assistant

CIAE 2021 | september 2021

- Register
- Welcoming and guest assistance

Graphic Designer

Mr. & Mrs. Entertainment | august 2021

- Proposal for Sponsors on PowerPoint



REFERENCE

Pompi Vallejo

Mr. & Mrs. Entertainment
+1 (787) 718-3009
info@mrandmrsent.com

APME

Event Production and Marketing
Instagram: @apme_sagrado

ELISAMAR RIVERA

Production Assistant

Production Assistant
Outdoor Theater | july 2021

- Production Crew
- Welcoming guest and Register
- VIP Car Register
- Security

EDUCATION

University of the Sacred Heart
B.A. Audiovisual Production and Film
august 2020 - present | Sophomore

- Minor: Event Marketing and Production
- APME (Event Production Organization): Active Member
- Puerto Rico Volunteers USC: Active Member
- Private Scholarship