LIVIA LANGE

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Los Angeles, CA

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Skills

Social Media Management
Tour Management & Assisting
Creative Project Management
Digital & Film Photography
Adobe Creative Cloud
Google Workspace
Microsoft Office
Videography & Editing
Graphic Design
Writing
Newsletter Management

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Education

New York University
BA, English & Creative Writing
2018-2021

Digital & Touring Coordinator - Forward Artist Management
MAY 2022 - PRESENT, LOS ANGELES, CA
Run all client social media accounts, make social calendars, handle digital rollouts from the beginning of hiring creatives through to the release of all artwork and tracks, create tour budgets, tour manage and travel with clients to ensure shows run smoothly, photograph clients, edit videos, design admats and merchandise.

Executive Assistant - Zoe de Givenchy, Z.d.G.
OCTOBER 2021 - MARCH 2022, LOS ANGELES, CA
Personal and brand executive assistant to designer Zoë de Givenchy. Organized trunk shows, client relations, and day to day operations for all aspects of Z.d.G., as well as travelled to represent the brand.

Production Assistant - The Ellen Degeneres Show & The Late Late Show with James Corden
SEPTEMBER 2021 - NOVEMBER 2021, LOS ANGELES, CA
Worked with producers and crew to manage on-set logistics for Crosswalk Concert segment with hit band BTS, went on regular runs for various departments, organized all production offices.

Research & Development Intern - Radical Media
SEPTEMBER 2019 - APRIL 2021, NEW YORK, NY
Conducted extensive research for shows and films, summarized pitch decks and developed ideas to add, and transcribed scripts.

Social Media & Audience Development Intern - NYLON Magazine (Bustle Digital Group)
JUNE 2019 - AUGUST 2019, NEW YORK, NY
Created daily Instagram stories and newsletters, managed Instagram and Facebook accounts, made audience insight reports, and wrote for the website.

Photo Department Assistant - Interview Magazine
FEBRUARY 2019 - APRIL 2019, NEW YORK, NY
Aided the production manager in making call sheets, helped on set of major photoshoots, and organized archived issues.

Contributor & Editorial Production Intern - Paper Magazine
AUGUST 2018 - JANUARY 2019, NEW YORK, NY
Pitched and produced articles for the website, organized and assisted photoshoots, found photographers and stylists, and did guest check in at events.

Features Intern - Marie Claire Magazine
JUNE 2018 - AUGUST 2018, NEW YORK, NY
Transcribed cover stories, assisted editors, and catalogued twenty-five years of issues.

Events and Social Media Intern - Milk Makeup
JUNE 2017 - AUGUST 2017, NEW YORK, NY
Planned launch events and festival appearances, assisted the social media team in photographing products, worked with influencers, and pitched ideas for future campaigns.

Intern - Three Six Zero Group
APRIL 2016 - AUGUST 2016, LOS ANGELES, CA
Worked to find unsigned talent for usage in video games, movies, and shows.