

Anneliese Silvestre

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EDUCATION

Loyola Marymount University | Los Angeles, California

Bachelor of Business | Expected Graduation May, 2025

Double Concentration: Marketing & Management

SKILLS

- Two years of experience in event/program planning, leadership, community building, and outreach
- Proficient in Google Docs, internet research, Microsoft word, Teams, Excel, PowerPoint
- Possesses a contagious positive energy, excellent communication and time management skills, strong public speaking ability, ability to work in a team/group, handles conflict in a professional manner, and is a problem solver

LANGUAGES

English (native), Spanish (native)

Bloomberg Market Concepts |04/2021

CERTIFICATIONS

LMU Real Estate Certification|04/2022

WORK EXPERIENCE

Spotlight Manager: May 2023 – Current

Mane Entertainment | Los Angeles, California

- Managed a dedicated team of coordinators and volunteers, providing guidance, feedback, and mentorship to enhance their skills and contributions
- Managed departmental budgets, optimizing resource allocation to ensure the successful execution of all events and programs.
- Elevated the weekly Open Mic Nights into a flagship event, breaking attendance records and showcasing the extraordinary breadth of student talent, fostering a stronger sense of community and pride on campus.
- Orchestrated and oversaw all aspects of event planning, from conceptualization and budgeting to execution and post-event evaluation.

Spotlight Assistant Manager: May 2022 – May 2023

Mane Entertainment| Los Angeles, California

- Created, organized, and executed a film festival incorporating faculty and students with more than 275 attendees.
- Encouraged the formation of tight-knit communities within and outside the organization.
- Collaborated with the team to design and execute high-profile campus events, such as comedy shows, music festivals, and film festivals.
- Worked closely with the Manager of the Spotlight Department to develop and execute departmental strategies, ensuring alignment with the overall mission and goals of Mane Entertainment.

Stage Manager: August 2022 – May 2023

Del Rey Players | Los Angeles, California

- Spotlight award recipient for Stage Management for *Becky Shaw*
- Collaborated closely with the director, technical crew, and cast members to coordinate rehearsals, set construction, costume fittings, and other production-related activities.
- Developed and maintained detailed schedules for rehearsals, tech rehearsals, and performances.
- Acted as a central communication hub between the director, cast, crew, and production team.

ACTIVITIES & AWARDS

- Dean's List, Loyola Marymount University | Fall and Spring 2022
- Alpha Psi Omega, Loyola Marymount University| *Current*
- Real Estate Society, Loyola Marymount University | *Current*
- Entertainment Business Society, Loyola Marymount University | *Current*
- Music Industry Society, Loyola Marymount University | *Current*