



ANTHONY GERARD FOTI

CONTACT

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ABOUT ME

A focused, professional May 2020 graduate with experience in production management, brand development, public relations, design, cold calling, and other administrative duties, to name a few. Seeking a full-time position at an established organization. Has the skills to multi-task efficiently, prioritize workloads, and communicate effectively with others.

EDUCATION

RUTGERS UNIVERSITY
Major: Communications with
Specialization in Strategic
Communication and Public Relations
Minor: Music
GPA: 3.2 - Dean's List

SKILLS

- Proficient with Microsoft Office and Apple iWork
- Intermediate Proficiency with Adobe Photoshop, Illustrator, and InDesign
- Certified in Google Analytics
- Wix Professional
- Prioritizing Workloads
- Media Strategy
- Marketing Campaigns
- Relationship Building

EXPERIENCE

BIZLUTIONS

OWNER/FOUNDER (MARCH 2018-PRESENT)

- Managed social media accounts for various clients (theatre, music, entrepreneur)
- Built Wix / Squarespace / Webflow websites for various clients
- Assisted in brand development and business ideas for clients
- Ran paid Facebook and Instagram advertising campaigns
- Created and maintained Bizlutions website: www.bizlutionsusa.com

A WORK OF HEART PRODUCTIONS

PRODUCTION MANAGER/ADMINISTRATION (OCTOBER 2016-PRESENT)

- Managed all aspects of productions (casting, production/stage management)
- Assisted in producing and marketing over 15 Off-Broadway productions at venues including 54 Below/Triad Theatre in NYC
- Strategized plans to gain more revenue and build community for new artist residency in Madison, NJ
- Built and managed company's website: www.workofheartproductions.com

ACTOR'S POCKET GUIDE (MOBILE APPLICATION)

TEAM MEMBER (MAY 2019-PRESENT)

- Assisted in development of application from the ground up
- Gathered content from different contributors
- Strategized plans to gain more app users and build community within application

RUFFALO NOEL LEVITZ

NONPROFIT REPRESENTATIVE (SEPTEMBER 2018-APRIL 2019)

- Cold called with past and present members of Rutgers community
- Raised over \$50,000 from September 2018-April 2019 for Rutgers University
- Mentored other callers in calling techniques and strategies

BICKFORD THEATRE

THEATRE TECHNICIAN (MAY 2015-AUGUST 2019)

- Communicated with the cast and crew of various productions
- Managed lighting/sound/production teams for various productions
- Handled the upkeep of theater (i.e. equipment, stage, tools, etc.)