

# MERISSA BLITZ

## EDUCATION

### Elon University, Elon, NC

May, 2013

Bachelor of Arts in Journalism

Minor: Digital Art

## SKILLS

Adobe Photoshop, Lightroom, Bridge, InDesign & Illustrator; Canon & Nikon DSLR experience; Streaming knowledge including Twitch, YouTube, OBS, and BeLive; Basic HTML and CSS knowledge; WordPress and Squarespace formatting knowledge; Sufficient in Microsoft Office & Google suites with extensive knowledge in Excel and Google Sheets formatting and formula production

## CONTACT

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 @mblitzphoto

## EXPERIENCE

### Barenboim-Said Foundation (USA), New York, NY

*Development Coordinator (Freelance) January 2023-Present*

- Assist with fundraising events by creating and sending invitations and organizing guest lists.
- Coordinate newsletter communications for upcoming events and donation outreach
- Clerical duties supporting the bookkeeper such as scanning and organizing important tax documents
- Working on creating a more organized document filing system both digitally and physically
- Support donor solicitations by researching individual donor prospects.
- Provide general administrative support, such as record keeping and meeting scheduling.

### Finding Your Roots, New York, NY

*Graphics Assistant (Freelance) October 2022*

- Restored older images to look more presentable for screen
- Edited old articles and maps to highlight specific sections relating to the episode story
- Created graphics in photoshop to showcase the breakdown of data being discussed

### Stomping Ground Photo, Brooklyn, NY

*Post-Production Producer - August 2021 - June 2022*

*Post-Production Coordinator - February 2017-August 2021*

*Post-Production Asst. - November 2015-February 2017*

- Coordinated deliverable deadlines and data needs with clients
- Edited high volume of photos under tight deadlines
- Performed extensive retouching on portrait orders
- Delegated tasks to post-production assistants and act as point of contact for new hires
- Used Excel to rename and reorganize large volume of files

### Pancakes and Whiskey, New York, NY

*Lead Booking Agent (Freelance) - December 2018 - Present*

- Coordinate showcase dates and details with multiple venues
- Curate monthly concerts showcasing up-and-coming bands
- Maintain organized list of potential bands to book
- Stay up-to-date on up-and-coming talent by frequently going to concerts and reading music blogs

*Contributing Photographer and Writer (Freelance) - December 2014 - Present*

- Work with publicists to arrange interviews with musicians and coordinate coverage of concerts and festivals
- Capture and edit photos of live performances and band portraits
- Review concerts, albums and music videos
- Conduct interviews and write feature pieces on bands

### City Parks Foundation - SummerStage, New York, NY

*Seasonal Staff Photographer - June 2013-Present*

- Capture and edit photos of 10+ shows per season
- Coordinate personal seasonal schedule with marketing director
- Supply edited photos to City Parks Foundation 1-2 days after shooting events
- Follow a shot list provided by the marketing team

### Pianos, New York, NY

*Asst. Talent Buyer - June 2016-April 2017*

*Booking Intern - February 2014-August 2014*

- Curated daily shows in lounge concert space
- Kept internal calendar and website up-to-date with upcoming shows
- Coordinated with bands to seamlessly work out performance details including arranging soundcheck times and detailing hospitality arrangements
- Routinely completed several tasks to ensure smooth-running shows, including supplying will-call ticket list to nightly door person
- Sourced talent by attending local shows and festivals and keeping up-to-date on trending genres