

# Angela Borrello

Actor/Director

## SKILLS:

- *Top notch customer service*
- *Ability to maintain a calm & positive demeanor in any situation.*
- *Strong work ethic & problem solving abilities.*
- *Proficient in: G-Suite, Microsoft Office, Video Editing, Content Creation, Copywriting, Voiceover, UGC, Email Marketing, Web Building, Social Media Management/Strategy, Tiktok, Instagram, Youtube Shorts, Pinterest, & Tumblr.*

## EXPERIENCE:

**Saturday Night Live, NBC** — *Production Assistant (Film Unit)* March 2019- Present Assisting Production Management with daily administrative operations, overnight shoot point of contact for production management. General film unit assistant.

**Borrello Creative, (Hybrid) Director, Content Creator, Founder** April 2023- Present  
Social Media Management, User Generated Content Creation/Casting, Content Strategy/ Creation, Voice Acting, Video Production, Editing, Large Scale Content Casting, Producer/Coordinator.

**Act First Studios, (Hybrid)** — *Co-Founder, Operations Manager* Aug 2021 - May 2022  
Co Founder & Operations Manager, B2B appointment setting, Sales, Scheduling, Overseeing Education Department, Daily Administrative Operations. Marketing, Payroll, Recruiting. Social Media Strategy, Social Media Management. Instagram, Tiktok, Youtube Shorts, Pinterest.

**Chicago Performing Arts Studio, (Remote)**— *Operations Manager* Nov 2020 - Jan 2022  
Operations Manager, Education & Sales Department Management, Master Class & Workshop Coordination, Curriculum building, Copywriting, Content Creation, Lead Generation, Daily Administrative Operations, Recruiting, Social Media Strategy, Social Media/Community Management. Instagram, Tiktok, Youtube Shorts, Pinterest.

**Barbizon School of Acting & Modeling, NYC (Hybrid)**— *Sales Representative/Acting Coach/Administrative Assistant.* Sept 2019- Jan 2021  
Sales Representative, Lead Generation, Appointment Setting. Performing Arts Teacher. Administrative Assistant.

**It's Alive: With Niel Patrick Harris, Matador Content-Production Coordinator, Casting** Sept 2019 - October 2019  
Casting 50+ actors & specialty stunt performers. Maintaining proper procedures & paperwork as per production standards. On set point of contact for talent. Liaison between Costumes/HMU/Producers/

Directors & Talent. Overseeing talent/stunt performers during live shoots. Post production assistant to production manager.

#### **BARTENDING/SERVICE INDUSTRY (Partial List)**

**Wicked Wolf Hoboken,** — *Bartender* Jan 2017- Sept 2019

Bartender.

**Bellina Alimentari, ATL** — *Bartender, Barback* July 2016- Dec 2017

Bartender, Barback.

**Pig & Prince, Montclair** — *Bartender, Barback* Jan 2015- July 2016

Bartender, Barback.

**Medieval Times Dinner & Tournament, NJ** — (Seasonal) *Bartender, Server* April 2015-- Dec 2015

Bartender, Server

#### **EDUCATION**

**Montclair State University, NJ** — *BFA Acting*

Sept 2010 - May 2015

**The William Esper Studio, NYC** — *2 Year Conservatory* Sept 2015 - May 2016