



ANGIE CAPO
ANGProductions.com

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EXPERIENCE

OWNER

ANG Productions | February 2010 - present

- Freelance services for production work on film sets, graphic design, artist branding, website management (for ecommerce sites, blockchain companies, and musicians), stage management, event management, artist management, and tour management for highly acclaimed artists locally and internationally
- Tour management services consisting of advancing a show from start to finish, including but not limited to booking hotels, transportation, and catering, while managing budgets and expenses, along with on-site show settlements

DIGITAL MEDIA & WEB COORDINATOR

Miami International Film Festival | January 2017 - April 2017 / January 2018 - April 2018

- Content upload and website management via Wordpress for multiple festival sites
- Graphic designs for digital, print, and screen projections
- Coordinate social media initiatives and create content for the festival's social media campaign
- Assist the hospitality team during the festival

ENGAGEMENT & THEATER MANAGER

Adrienne Arsht Center for the Performing Arts | June 2013 - June 2017

- House Manage all Front of House needs for performances in 300 and 1,300 seat theatres
- Produce house reports and brief volunteers to ensure patron satisfaction
- Assist the Programming Department in fulfilling artists' needs pre, during, and post performances and advance contracts and riders
- Review box office reports post performances and prepare all documentation for show settlements

ASSISTANT DIRECTOR & PROJECT COORDINATOR

Emperor Films | September 2011 - December 2016

- Assist on projects and support CEO with administrative tasks and production needs
- Play several production roles on set when needed, such as PA, artist wrangler, ground transportation, scripty, audio assistant, casting, set designer, and location scout manager

BOOKING AGENT | OFFICE MANAGER

M M Music Agency | October 2013 - October 2015

- Manage all aspects of the office and act as a liaison between artists, venues, and booking agents
- Assist CEO with administrative tasks by writing contracts, performing accounting and tax needs, interviewing and supervising interns, advancing artists' shows, and catering to artists' needs
- As a Sub Booking Agent, attend national and regional performing arts conferences, sell agency roster to buyers and promoters, negotiate and contract artist bookings

EDUCATION

UNIVERSITY OF MIAMI, FROST SCHOOL OF MUSIC

September 2011 - May 2013
Bachelor's Degree in Music Business and Entertainment Industries

MIAMI DADE COLLEGE, HONORS PROGRAM

September 2009 - May 2011
Associate's Degree in Music and Theater Production

BEIJING LANGUAGE AND CULTURE UNIVERSITY, CHINA

June - July 2010
Beginner's Level in Writing and Speaking Mandarin

TECHNICAL SKILLS

Microsoft Office	<div style="width: 100%;"></div>
Adobe Photoshop	<div style="width: 100%;"></div>
Spanish	<div style="width: 100%;"></div>
Logic Pro	<div style="width: 95%;"></div>
Adobe Illustrator	<div style="width: 90%;"></div>
Wordpress / Web	<div style="width: 100%;"></div>
Adobe Premiere	<div style="width: 75%;"></div>