

# **Marcello Guastavino**

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## **Qualifications and Key Skills**

Critical Thinking, excellent problem solving skills, hard working, organized, helpful, works great with people, works to seek improvement every single day. expresses a willingness to think both inside and outside of the box according to the situation or task at hand. A firm believer of finding common ground in efforts to mitigate disagreements or conflict in the workplace if not necessary.

### **Soft Skills**

Communications  
Customer/Consumer service  
Script Breakdowns  
Logistics

### **Hard Skills**

Production/ Event coordination  
Project Management  
Marketing  
Computer Programs: Word, Excel, Power point

## **Work Experience**

**Legacy Entertainment:** Assistant *Production Coordinator*, employed:  
*November 4, 2019 - Current*

Scanning TV episodes, Preparing for product release, reading scripts and doing breakdowns of the scripts for placements opportunities for products and signage, writing a synopsis for these scripts, interacting with the various film and television productions as they came into our offices. updating reports for clients. helping with celebrity events. Interacting with sales and production staff and working closely with them.

**CoffeeBean and Tea leaf:** *Supervisor*, employed:  
*Mar 22, 2017- March 20, 2020*

Supervising employees, making sure they are reaching customer service standard practices, setting goals for employees to reach, Making sure all of the invoices are double checked for discrepancies and accounted for, evaluate trends in workplace and order products according to popularity around certain times of the year factoring in constant environmental changes when placing orders. Leading sales competitions and helping our store to be in the top 3 profitable locations in the entire greater Los angeles area time and time again. Mitigating all possible workplace mishaps as frequent as they may be in the service industry placing people before profits but at the same time keeping profits as a large focus.

**Tacobell:***Team member, employed:*

*April 3, 2015- December 5, 2016*

Summer job to help integrate into the workforce while educating myself on the importance of customer service and communication in general

**Courier/Driver work:** *Postmates, Uber*

Growing up in and driving around the Los Angeles area has given me a very insightful look at the diverse variety of people you may encounter from all walks of life in the city of Angels.

## **Education**

**CHAMPS** Charter High School of the Arts  
(Graduation - June 2015)

**Languages:** English, Spanish

Las Vegas High School-(Music Academy)

Millikan middle school(choir ensemble)

## **Volunteer Experience:**

**Big sunday** (inner city youth program detailing)

**YMCA Youth & Government**(sponsored events)

**CHAMPS** (improvement of infrastructure )

**CAMP MONARCH** (Valley College)

## **Awards and Recognition**

Certificate of recognition from The California State Assembly (YMCA)

## **References**

Steve Moore (CEO Legacy Ent)-(818)-505-0545

Lily Moore (Head of Production Legacy Ent)-(818)-421-4979

Mike Volovski (Manager, CoffeeBean)-(818)-906-9551



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July 6, 2020

To Whom It May Concern:

As a leader in the entertainment marketing industry for over 25 years, Legacy Entertainment has provided many successful opportunities for various clients, celebrities, and production crews throughout television, feature films, and celebrity events.

Marcello Gustavino has completed our basic three month internship program. Marcello excelled in the area of scanning TV episodes and feature film video to locate our client's products and signage in the productions.

The internship program that Marcello participated in provided him training in the following areas: Scanning TV episodes, Preparing for product release

Reading scripts and doing breakdowns of the scripts for placements opportunities for products and signage. Writing a synopsis for these scripts. Interacting with the various film and television productions as they came into our offices. Update reports for clients. Helping with our celebrity events. Interacting with our staff.

Legacy Entertainment places products in approximately 200 feature films per year, most prime-time television series, and more than 50 celebrity events per year. Legacy represents hundreds of companies as their corporate agents in Hollywood.

We feel that Marcello now has a clear understanding of the multifaceted services that we offer. Please feel free to contact me for any questions you may have concerning Marcello and his time at Legacy Entertainment.

Best Regards,

Count Steven Moore  
CEO/Founder

