

# Emily Viterise

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## Education

**Carnegie Mellon University, Entertainment Technology Center (ETC), Pittsburgh, PA**

**May 2020**

Master of Entertainment Technology

**Ithaca College, Ithaca, NY**

**May 2011**

Bachelor of Arts in Directing & Dramaturgy; Minor in Art History

## Academic Projects

**Building Virtual Worlds, Producer, Sound Designer, ETC**

**Sept. 2018 – Dec. 2018**

- Two week design sprints with alternating teams of 5 students.
- Designed original virtual experiences each fulfilling a different objective.
- Communicated across roles, received feedback, iteration based on the feedback received.

## Skills

Adobe Audition, Adobe Premiere Pro, Microsoft Office Suite including: Microsoft Excel, Word & PowerPoint, iWork Programs Including: Pages, Numbers & Keynote.

Proficiency in company specific budgeting & forecasting software

## Relevant Experience

**Account Manager, Global Experience Specialists, Pittsburgh, PA**

**June 2017 – July 2018**

- Worked directly with clients to assist them in showcasing their products and services at tradeshow and congresses.
- Fostered relationships with various internal groups and external vendors to meet marketing goals for the client.
- Supervised events day of, uses resources and quick thinking to tackle any last minute updates.
- Provided a strong understanding of client's products, workflow and ongoing marketing goals to event team.

**Production Coordinator, Walt Disney Imagineering, Glendale, CA**

**Sept. 2015 – June 2017**

- Planned, organized and directed departments to obtain all necessary details for meetings and production deadlines.
- Coordinated contracts, travel and compensation for design and creative consultants on international portfolios.
- Solution oriented and resourceful to work in a fast-paced ever changing creative environment.
- Evaluated and provided feedback on projects to ensure quality of the product distributed.
- Managed the process of creative content while keeping records on staffing and financials.

**Resource Assistant, Creative Entertainment Safety Team, Anaheim, CA**

**Feb. 2014 – Sept. 2015**

- Effectively managed constantly changing schedule priorities and special projects.
- Conducted local and international meetings, compile agenda items as well as record and distribute meeting notes.
- Developed weekly domestic injury reports, along with quarterly and year end executive reports and presentations.
- Served as principal liaison between corporate safety teams and day to day entertainment operations.

**Youth Education Coordinator, Lake Buena Vista, FL**

**Jan. 2014 – Aug. 2015**

- Facilitator for *Techniques of Teamwork Through Improvisation* and *Leadership Strategies* programs.
- Harnessed the group's dynamics to help build team cohesion, building on trust, creativity and teamwork.
- Created atmosphere for students' creativity and confidence to grow by recognizing individual work styles.