

KRYSTLE CORRECHET

Contact

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Profile

A highly knowledgeable, very motivated, self-starting, team oriented, skilled & resourceful professional experienced in optimizing overall operational efficiency.

Freelance Highlights

Super Bowl LVIII & Roc Nation | January - February 2024

Apple Music Halftime Show Cast Member

Rubio Music US West Coast Tour | September 2023

Assistant Tour Manager

Miami DDA's Flagler Street Art Festival | December 2021

Stage Coordinator

Pollen's Day of the Deadmau5 | October 2021

Hospitality Manager

MTV Video Music Awards | September 2021

Pre-Show Red Carpet & Main Show Talent & Stage Coordinator

DDA's City of Miami 125th Birthday Celebration | July 2021

Talent & Stage Coordinator

TrillerFest | May 2021

Festival Art Director & Festival Coordinator

Diskolab | March 2019

Event Operations / Logistics

9 Mile Reggae Festival | March 2019

Artist Wrangler / Stage Coordinator

III Points Festival | February 2019

Artist Liaison | Marketing Coordinator

Ocean Conservancy & Miami Super Bowl Committee Reception | Feb 2019

Assistant Coordinator

Experience

French Toast Agency | July 2022 - Present

Content Manager / Public Relations Assistant

- Managed artists during rehearsals, shoots, media, press, album sessions & events
- Managed PR material for various artists

Adrienne Arsht Center & Ziff Ballet Opera House | December 2018 - Present

Marketing Coordinator

- Led & executed event logistics
- Managed communication for center shows
- Assisted Marketing Director for on site & off site activations
- Collaborated with several local organizations

Telemundo | April 2019 - October 2023

Stage & Talent Coordinator for Billboard Latin Music Awards, Latin AMA's

- Managed artists & performers during rehearsals & throughout ceremony
- Coordinated red carpet arrivals, backstage press interviews & photo shoots
- Assisted stage manager for performances during live broadcasts

Formula 7 Studios | February 2023 - October 2023

Event Manager / Business Liaison

- Oversaw, coordinated & executed music mixers & client events
- Collaborated with various spirit companies, personnel, vendors & local distributors

BWG Live | December 2021 - July 2023

Main Stage & Artist Relations Coordinator for Vibra Urbana & Rolling Loud

- Managed & coordinated artists & performers during rehearsals & performances
- Advanced information for several artists before festival which included hotels, hospitality, ticketing, on & off site transportation & travel documents
- Coordinated media schedules & settlement delivery
- Assisted stage manager for performances & technical needs
- Coordinated several production requests, credentialing, guest lists, catering needs, parking requests & cash requests
- Ensured all artist hospitality requests & production times were met

Versatile Studios, Crawford & Co, Iris World & Portfolio One

August 2021 - December 2022

Production & Photography Assistant

- Assisted the Principal Photographer, Producers and Directors of a production
- Handled talent & location scouting for shoots
- Assembled & devised sets & equipment in studios & at external locations
- Collaborated with agencies, creatives & clients

Seitrack US | September 2022 - November 2022

Assistant Tour Manager

- Managed artists during shows
- Assisted in coordinating scheduling, logistics & lodging for artists, musicians & crew
- Ensured all artist hospitality requests were met
- Coordinated with various venues to ensure smooth production & break down
- Collaborated with promoters, ticket services, security & venue managers
- Ensured productions were always within budget
- Oversaw finances throughout show

Fillmore Miami Beach | February 2022 - May 2022

Artist Relations Coordinator

- Managed artists & performers during rehearsals & throughout show
- Assisted stage manager for performances
- Ensured all artist hospitality requests were met

Univision | November 2019 - February 2022

Stage & Talent Coordinator for Premios Lo Nuestro, Premios Juventud, Grammys

- Part of an Emmy award-winning team for the 21st Annual Latin Grammys
- Managed artists & performers during rehearsals & throughout award ceremony
- Coordinated red carpet arrivals, backstage press interviews & photo shoots
- Assisted stage manager for performances during live broadcasts

FIU School of Hospitality & Tourism | February 2019 - May 2021

Assistant Event Manager for Food Network South Beach Wine & Food Festival

- Assisted in executing one of the nation's premier food & beverage events
- Managed venues, sponsors, vendors, staff & volunteers
- Assisted Event Manager & Head Chef for on site preparations

FlyBry Productions | January 2021 - March 2021

Assistant Set Designer / Production Coordinator

- Composed art for various productions
- Spearheaded receiving set pieces on time & within production budget
- Coordinated all stages of pre production & post production

Inzei Records | December 2020 - March 2021

Artists & Repertoire Intern

- Assisted in coordinating the production, marketing & distribution of label releases
- Managed dialogue with partners keeping them updated on marketing campaigns
- Oversaw photoshoot locations & artist content throughout social media

Filmgate Miami | October 2018 - March 2021

Studio & Event Coordinator | Business Liaison

- Collaborated with several local organizations
- Managed event schedules & studio space bookings for several clients
- Led & executed event logistics for VIP client groups throughout Miami
- Assisted in spearheading various film festivals & events

Sundance Institute | February 2019 - July 2019

Operations & Community Coordinator for Creative Distribution Sessions in Miami

- Coordinated staff and attendees
- Managed communication for Miami Sundance Institute Operations

Theater Operations Lead - Eccles Premier Theater in Park City, Utah

- Evaluated & addressed communication for multiple artist projects.
- Monitored social interactions & questions from attendees
- Coordinated red carpet arrivals, backstage press interviews & photo ops
- Planned and presented venue needs with internal stakeholders
- Provided daily operational support to the Venue Manager

Starvox Entertainment | November 2018 - February 2019

Assistant Production Manager for The Art of Banksy

- Managed accounting reports for all receipts & cash deposits for box office
- Ensured optimal level of customer service & overall show experience
- Implemented efficient development of all ticket policies, procedures & box office strategies to help ticket sales
- Monitored all customer requests & group requests
- Collaborated with producer for all ticket offers & marketing campaigns
- Assisted in fostering partnerships with nearby businesses
- Executed special group events inside venue

eBay | June 2014 - April 2018

Online Store Owner & Manager

- Built & managed eBay store with 300+ items
- Sourced & photographed items
- Listings posted online on a daily basis
- Refurbished various items for resell
- Daily communication with eBay customers
- Gathered sales & budget reports
- Monthly sales of \$1,000 with consistent 100% rating feedback
- Gathered cost-benefit analysis of shipping options

Scafati Group LLC | April 2015 - April 2016

Operations Manager

- Oversaw every aspect of day to day operation
- Maintained daily communication with repeat wholesale buyers & distributors
- Managed & maintained budgets, statistical & financial records
- Assisted in overseeing pricing & stock control
- Maximized profitability by setting as well as meeting sales targets
- Composed various promotional materials & displays

C2 Financial Corporation | May 2014 - December 2014

Loan Originator Assistant

- Managed, updated & clarified data related to new loan applications
- Maintained daily communication with borrowers, loan officers & processors
- Generated spreadsheets to maintain the companies monthly goals

Marriott international inc

Doral Golf Resort & Spa, A Marriott Resort | January 2007 - December 2012

Part of an award-winning team that increased guest satisfaction scores by a wide margin consecutively for 2 years

March 2010 - December 2012 | Marketing Coordinator / Administrative Assistant

- Facilitated sales contracts, proposals & all pertinent correspondence for various corporate & social markets
- Coordinated site visits as well as prepared & distributed various requests
- Compiled data & created reports from Marriott Internal data resources
- Handled various team member & stakeholder requests
- Consistently served as a point of contact regarding event/meeting functions, space availability & overall facility
- Assisted in creating & customizing new sales menus
- Assisted catering sales managers for on site preparations & high profile special events
- Directly involved with the departments day to day operation including providing administrative support to all directors, managers & executives
- Assisted in spearheading various company concerts, annual corporate events, PGA golf tournaments, weddings, receptions, corporate events & various social events

February 2008 - March 2010 | Hospitality/VIP Coordinator

- Managed accounts of High profile clientele such as celebrities, high ranking government officials, professional athletes, Fortune 500 CEO's & presidents
- Facilitated special amenities & requests for various VIP guests

October 2007 - February 2008 | Guest Services Supervisor

- Anticipated sold out situations & managed room inventory availability
- Collaborated with various department leaders in increasing guest satisfaction scores & acquiring repeat clients
- Identified opportunities & implemented creative & practical procedures where needed
- Assisted in overseeing daily quality assurance
- Oversaw daily associate shift closings
- Led in developing & executing an excel program aimed to help front desk agents in better delivering hotel information in an efficient manner to in house & outside customers

January 2007 - October 2007 | Guest Services Representative

- Handled check-in/checkouts in a 693 room, 5 star, 5 diamond property
- Coordinated a high volume of calls on a daily basis
- Managed a daily cash bank, currency exchange, check verification, credit card & cash transactions. bill invoices & various third party vouchers
- Assisted in revitalizing service quality & value therefore increasing repeat guests
- Consistently followed up on concerns on a daily basis or relayed pertinent information to maintain total guest satisfaction
- Directly up sold rooms which exceeded the department's goal of revenue expectations

Marriott International Awards

Golden Tee - 2007, Spirit to Serve - 2007, 2008, 2009, 2012

Swim & Sport Inc | May 2006 - December 2006

Receptionist

- Facilitated sales reports to all US stores
- Answered daily online customer inquiries
- Coordinated distribution of swimsuit fashion samples
- Maintained appointment diary, sales sheets, retail price distribution sheets to international & domestic stores

Bellsouth, LLC | January 2005 - July 2006

Informations Assistant

- Provided national information services by accessing various databases
- Assisted customers in placing person to person, collect & credit card calls, emergency calls & assistance calls for special needs people
- Assisted supervisor in monitoring quality assurance

Blockbuster Inc | June 2004 - December 2004

Guest Services Representative

- Ensured the store was properly maintained, daily customer interaction
- Utilized the point of sale system, maintained member accounts
- Consistently achieved weekly store & team quarter sales goals

Non Profit Volunteer Work

Feeding South Florida

DuMond Conservancy

Miami Rescue Mission

Education

Gold Coast Real Estate School - Mortgage Loan Originator, 2014

Florida International University - Bachelor of Business Management, 2010

Miami Dade Community College - Associate of Arts, 2006

Skills

Proficient in various Microsoft & Apple systems softwares & apps such as Microsoft 365

Extensive knowledge in various design & photo editing softwares such as Adobe Lightroom & photoshop

Familiar with tour management software such as Master Tour

Experience with hospitality & property management softwares such as Opera & PMS

Easy to work with in a dynamic, fast-paced environment. Self-starter, flexible & adaptable to change, able to conceptualize & conceive various ideas. Ability to prioritize workload & very detail-oriented.

Languages

Bilingual & proficient in English & Spanish, able to read & translate Italian & Portuguese

References

Available upon request.