

# Ren Girard-Cutaio

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## EDUCATION

### University of Miami

*Bachelor of Science in Communication*

**Coral Gables, Florida**

May 2024

- **Major:** Motion Pictures
- **Minor:** Sociology
- **GPA:** 3.8/4
- **Honors:** Deans List 2023

### University of Arizona

*Bachelor of Science in Business Administration*

**Tucson, Arizona**

August 2019 - May 2021

- **Major:** Marketing
- **Minor:** Television and Film
- **GPA:** 3.5/4
- **Honors:** Arizona Distinction Award, Deans List 2019, Academic Year Distinction 2020

## PROFESSIONAL & LEADERSHIP EXPERIENCE

### Casting Assistant

*Silver Glass Productions – Hucka (Theatrical Play)*

**New York, NY**

June 2025

- Greeted actors and managed the check-in process during audition sessions
- Collected and organized headshots, resumes, and audition materials
- Assisted with audition room setup, including sound equipment preparation

### Freelance Casting Assistant

*IBM - Podcast*

**New York, NY**

November 2024 – December 2024

- Researched potential guests through online platforms including LinkedIn and other industry forums
- Uploaded the guests' biographies, headshots, and release forms before production days
- Coordinated spreadsheets and meeting daily to go over upcoming production shoots

### Freelance Talent Assistant

*The Athletic – The New York Times*

**New York, NY**

November 2024 – December 2024

- Created a spreadsheet of athletes for a UK Nike campaign to support talent coordination
- Compiled social media profiles and bios for over 100 professional athletes
- Organized media links and relevant information for quick access

### Producer's Assistant

*Miracle On 74<sup>th</sup> Street - Independent Feature Film*

**New York, NY**

May 2024 - July 2024

- Drafted deal memos and contracts for the talent's agents/managers to move forward with their agreements
- Updated the SAG Contracts folder regarding when talents deal memos and contracts were greenlit
- Reported to producers daily and helped direct talent once they got there to ensure their needs were met

### Social Media Marketing Intern

*The It Couple Podcast*

**New York, NY**

July 2023 - December 2023

- Planned content for weekly episodes while collaborating with the hosts to promote the podcast
- Conducted research on the horror movies being reviewed and posted on social media platforms daily

### Production Assistant

*NBCUniversal – Scripted TV Pilots*

**New York, NY**

April 2022 - August 2022

- Supported current production needs by moving items between equipment, conveyors, and staging areas
- Reported to lock ups while shooting on the streets of New York to ensure safety of cast and crew

## SKILLS & INTERESTS

**Skills:** Proficient in Microsoft Office Products (Word, Excel, PowerPoint), Final Draft, Canva

**Interests:** Acting, NHL (Florida Panthers), Football, Horror Movies, Concerts/Music Festivals, Alpine Ski Racing, Fashion, MLB, Olympics, and Traveling