Marissa R. Marcotte

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EDUCATION

University of Oklahoma **Norman, OK**

Bachelor of Arts and Sciences

RELEVANT EXPERIENCE

Shawnee Country Club **Shawnee, OK**

Bartender/Server *September 2024 - Current*

- Delivered high-quality service in a fast-paced, customer-facing environment
- Handled cash, balanced drawers, and trained staff independently
- Built strong interpersonal skills while managing large-scale events

Boys & Girls Club of Oklahoma County **Oklahoma City, OK**

Site Coordinator *January 2023 - April 2024*

- Designed and implemented engaging and impactful programming, activities, and procedures for grades K-12
- Created a safe and inviting environment that encouraged inclusiveness, personal growth, and positive behavior
- Demonstrated strong interpersonal and communication skills to build relationship with youth, parents, and staff
- Recruited volunteers to assist with club activities and ensured they adhere to club policies and procedures
- Maintained accurate records of club attendance, program participation, budget expenses, and meals served

OU Nightly & Sooner Sports Pad **Norman, OK**

Senior Student TV News Director / Senior Sports Director *August 2019 - May 2022*

- Assigned, managed, supervised, and trained crew members of live news broadcasts
- Operated television graphics, cameras, studio audio, technical director board, prompter and lights
- Built and organized show rundowns and directed live shows within strict deadlines

Oklahoma Film and Music Office **Oklahoma City, OK**

Intern *January - March 2020*

- Read scripts and wrote coverage with feedback on strengths, weaknesses, and market potential

University of Oklahoma Foundation **Norman, OK**

Student Assistant *June - July 2014 & 2015*

- Assisted with data entry, database organization, and minor IT troubleshooting

TECHNICAL SKILLS

- Microsoft Office Suite, Microsoft Teams, Google Suite, Zoom, Premiere Pro, After Effects, Adobe Audition, Photoshop, Final Cut Pro, Xpression, iNEWs, and Member Tracking System

VOLUNTEER EXPERIENCE

- Mission Trip Volunteer - First Presbyterian Church Norman & Regional Food Bank Volunteer

HONORS

- 1st Place Music Video - BEA Festival 2021 | 3rd Place TV Newscast - BEA Festival 2021 | 2nd Place Music Video - OBEA Festival 2021 | 2nd Place Video Newscast - OBEA Festival 2021 | Honorable Mention Video Newscast (Live) - National Electronic Media Association