

LUNA COFIÑO

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Energetic and outgoing employee with 10 years of customer service experience and 2 years of production assistant experience. I am seeking an entry-level role within an events or social team where I can contribute my strong organizational, communication, and problem-solving skills. I am a quick, independent learner with a genuine passion for service, publicity and putting on a great event!

EXPERIENCE

PRODUCTION ASSISTANT

Liana Satenstein, NeverWorns Live

February 2024 — Current

- Assisted in event production for live sale events in New York City
- Assisted with guest experience for high profile clients
- Assisted with overseeing merchandise and catering
- Recorded and shot content for social media

SOCIAL MEDIA COORDINATOR

Greenwich Street Tavern

January — June 2025

- Copywrote captions + posts
- Created and led TikTok account for iconic New York City sports bar
- Organized and filmed content for TikTok and Instagram
- Tracked analytics to gain traction and engagement online

EVENT COORDINATOR

Selene New York

June — December 2024

- Worked with clients to organize and execute dinner parties, open bars, or special events for businesses/universities
- Oversaw client coordination and customer satisfaction, guest lists, and ensuring all aspects of the event run smoothly
- Approving and directing social media advertising for events

FLOOR MANAGER / EVENT COORDINATOR

Bucketlisters New York

May — November 2024

- Managed Bucketlisters x Bravo Diamonds and Rose Experience (Summer)
- Managed Bucketlisters Holiday Brunch (Fall/Winter)
- Managed private events and parties
- Handled guest experience and weekly ticketed events like Drag Brunch, Trivia, and Open Bars

EDUCATION

The New School

Eugene Lang College of Liberal Arts

Graduated Honors • 2024

Bachelor of Arts in Journalism + Design
Minor in Media Studies

Champlain Valley Union High School

Graduated Honors • 2020

PROFICIENT IN

- Copy Writing
- Copy Editing
- Creative Cloud
- Microsoft Office Suite
- Google Workspace
- Slack
- Canva
- Content strategy and creation
- Event Production (guest lists, floor plan, timeline)
- Handling social media accounts with high engagement
- Videography + Photo for Social Media

REFERENCES

Available upon request!