

JACQUELINE EVANGELISTA

845-558-2930 | evangelistaexecutive.jacq@gmail.com | New York, NY

PROFESSIONAL SUMMARY

Founder and virtual assistant with 3+ years of experience supporting executives, small teams, and business owners across both operational and creative work: calendar and inbox management, research and reporting, event logistics, and documentation, alongside graphic design, social media management, and video editing. A background spanning economics and performing arts (Vassar College) brings a structured, metrics-driven approach to systems and reporting, paired with creative judgment for branding, marketing, and content. Comfortable managing multiple priorities and client relationships in fast-paced, deadline-driven environments.

EXPERIENCE

Founder & Virtual Assistant | Evangelista Executive Solutions | *September 2026 – Present*

- Provide operational and creative support to small business owners, founders, and executives, including calendar and inbox management, meeting support, research and reporting, and event logistics
- Deliver creative services including graphic design, website design, social media management, and video editing to help clients build a consistent, polished brand presence
- Design custom service packages tailored to each client's specific operational and creative needs
- Manage end-to-end client relationships and multiple concurrent engagements as a solo practitioner

Executive Assistant | Butterfly Films, LLC / Kimberly Skyrme Creative | *June 2022 – June 2026*

Support Kimberly Skyrme, a director, producer, and CSA casting director, on day-to-day operations across multiple productions.

- Managed scheduling, correspondence, and day-to-day administrative operations for a highly active executive across multiple concurrent projects
- Coordinated production logistics, including preparing production dockets and organizing shoot-day documentation
- Reviewed, organized, and tracked high-volume casting submissions and related paperwork using structured filing and data entry systems
- Prepared visual materials (pitch decks) and coverage reports to support funding and talent decisions, requiring strong attention to detail and deadline management
- Managed content calendars and websites for new projects, coordinating with outside vendors and stakeholders

Film Economics Research Intern | Gamarra Media | *January 2025 – May 2025*

- Conducted structured, data-driven research on film industry financial and marketing strategies over a full semester
- Synthesized findings into a three-stage, multi-chapter written report
- Delivered a final strategic recommendation report to stakeholders on a specific production's financial and marketing plan

Assistant Director, Vocal & Acting Coach | Highland Falls Fort Montgomery Central School District | *2023 – Present*

- Coordinate logistics for spring theatrical productions, including costuming, lighting design, and stage management training
- Manage scheduling and instruction for student performers, balancing multiple concurrent responsibilities

Theater Instructor | White Plains Performing Arts Center, Summer Theatre Academy | *July 2025*

- Managed classroom logistics and instruction for groups of 40+ students (ages 11–17), requiring strong organization and group management skills

Chess Tutor (Ages 3–8) | Story Time Chess | *July 2025 – January 2026*

- Developed and delivered structured, age-appropriate lesson plans using a scaffolded teaching approach
- Tracked individual student progress and adapted instruction accordingly

EDUCATION

Vassar College — B.A. in Economics and Drama (double major), Correlate in Vocal Music Performance

- GPA: 3.98 — Departmental Honors (Economics & Drama), General Honors
- Phi Beta Kappa Member (Top 10% of Class)

SKILLS

Scheduling & Calendar Management • Event Planning & Logistics Coordination • Data Entry & Document Organization • Statistical & Quantitative Analysis (Stata) • Coding • Excel • Google Workspace • Market/Financial Research • Report Writing • Presentation Design

Graphic Design (Canva) • Website Design • Video Editing (CapCut, iMovie) • Social Media & Content Management • Public Speaking • Creative Writing • Client/Stakeholder Communication • Time Management

LEADERSHIP

- Vassar Student Philanthropy Council — Co-Chair (2024–2025), Member (2022–2025)
- Drama Majors Committee — Senior Representative (2024–2025)

AWARDS

- AAVC Stephen Hankins '85 Vassar Student Spirit of Philanthropy Award