

Charlize E. Passalacqua

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Education

Michigan State University, East Lansing, MI

College of Communication Arts and Sciences

Bachelor of Arts, Mediated Communications

Minors in Public Relations and Graphic Design

Anticipated Graduation Date - May 2027

Experience

Michigan State University Residential and Hospitality Services, East Lansing, MI

Graphic Design and Production Student Assistant

January 2026 - Present

- Create and maintain content for MSU Residential & Hospitality Services
- Assist with production coordination and content updates across multiple projects

City of Walnut Creek Arts and Recreation, Walnut Creek, CA

Pool Manager & Senior Lifeguard

June 2022 - Present

- Led and supervised lifeguard staff, maintaining a zero-incident safety record
- Trained and mentored new lifeguards in CPR and safety protocols
- Resolved patron issues and maintained a clean, welcoming facility

4 West Productions Media Group, Los Angeles, CA

Production Assistant

Freelance

- Supported television production operations by assisting with on-set logistics, equipment coordination, and production staff needs

An Everlasting Moment, Pleasant Hill, CA

Wedding Planner Assistant

Freelance

- Set up wedding venues, arranging décor, seating, and vendor stations to client specifications
- Coordinated vendors, bridal parties, and staff to keep events on schedule and running smoothly
- Supported clients on their wedding day, resolving issues to ensure a stress-free experience

Leadership

Women in Advertising and Communications Mentorship Program, Michigan State University

Creative Director, Executive Board

April 2025 - Present

Panhellenic Council, Michigan State University

Vice President of Communications, Executive Board

January 2025 - December 2025

Gamma Phi Beta, Beta Delta Chapter

Recording Secretary

January 2024 - December 2024

Skills

Social Media Management; Public Relations Writing; Media Outreach; Branding and Visual Communication; Event Planning; Leadership; Staff Training; Customer Service; Conflict Resolution; Mentorship