

# 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 - Spring 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

**International Education Abroad**, Italy

May - June 2022

*Highschool Student*

- Participated in an academic study trip to Italy during the summer between my junior and senior years of high school

## 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

## Skills

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