



# VICTORIA MUSSALLI

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## EDUCATION

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**Ithaca College** | Ithaca, NY May 2017  
B.S. Television Radio, Media Production Concentration & Spanish Minor, summa cum laude  
**Acting Technique** | Terry Knickerbocker Studio (Meisner), Brooklyn, NY Sept 2018 – May 2020  
**Voice Over Training** | Edge Studio and The Voice Shop, New York, NY May 2017 – May 2018  
**Improvisation** | Upright Citizens Brigade, New York, NY July 2016

## PROFESSIONAL EXPERIENCE

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**Long Ridge Equity Partners** | *Operations Support*, New York, NY July 2020 – present

- Manage all cybersecurity and IT-related matters, including machine patching, SEC compliance training, and anti-spam firewall detection
- Organize and oversee all ad-hoc projects, like recruitment and college outreach, new employee on-boarding, and sexual harassment prevention training

**Long Ridge Equity Partners** | *Receptionist/Office Assistant*, New York, NY Sept 2018 – June 2020

- Represented the firm both in-person and over the phone with high-profile investors and clients
- Maintained office appearance by preparing all conference rooms, watering plants, and ordering new office equipment and supplies
- Boosted company culture by initiating team-bonding experiences, like weekly newsletters and birthday celebrations

**Harambee 2018: The Divine Nine** | *Co-writer*, New York, NY Sept 2017 – Feb 2018

- Co-wrote an original theatrical production centered on black history for NYC private schools
- Compiled visual assets and edited educational videos to accompany all original scenes

**3Pas Studios** | *Creative Development Intern*, Santa Monica, CA Jan 2017 – May 2017

- Prepared script coverage on Latinx-focused motion pictures
- Supported the executive assistant with phone coverage, industry breakdowns, and daily runs

**Titmouse, Inc.** | *Production Intern*, Los Angeles, CA Jan 2017 – May 2017

- Composed layouts for animators on the Amazon children's show *Niko and the Sword of Light*
- Assisted producers and coordinators with talent paperwork for voiceover recording sessions
- Organized special FX libraries across branches in LA, NYC, and Vancouver

## OTHER EMPLOYMENT

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**Village Maternity** | *Administrative Assistant*, New York, NY March 2018 – Sept 2018  
**Marymount School** | *Assistant Teacher/Administrator*, New York, NY June 2018 – July 2018  
**Benjamin Steakhouse** | *Hostess*, New York, NY June 2017 – Dec 2017

## SKILLS

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**Software** | Adobe Premiere Pro, Adobe Audition, MS Office, Google Drive, Slack, FileMaker Pro  
**Languages** | English (native) and Spanish (fluent)