

STEPHANIE G. TOKASZ

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(716) 449-2831

EDUCATION

Ithaca College: Ithaca, NY

Master's of Business Administration in Entertainment and Media Management

May 2025

Bachelor of Fine Arts in Film, Photography, and Visual Arts

May 2024

EXPERIENCE

Financial Aid Counselor at Hilbert College

July 2025 – Present

- Advise current and prospective students on financial aid, tuition, and payment processes

Teacher Assistant at Smarty Pants Childcare (Seasonal)

July 2023 – January 2025

- Assisted in implementation of curricular activities and encouraged participation of children

Additional Experience

Graduate Assistant at Ithaca College

August 2024 – May 2025

- Coordinated guest speakers, group trips, and orders for merchandise for current students
- Created social media posts and planned presentations for prospective students

Peer Success Coach at Ithaca College

September 2023 – May 2025

- Conducted one-on-one sessions with students to help them learn academic success skills
- Communicated with visitors and callers at the front desk of the Center for Student Success

Photography Lab Assistant

September 2023 – May 2025

- Maintained the quality of digital printing labs and darkroom while correcting technical issues

Production Assistant at Park Productions

January 2022 – May 2025

- Helped set up production gear and set design for interviews, commercials, and projects
- Director of the 7th, 8th, and 9th Annual Ithaca Short Film Festival

Student Projects

- “Retro/Active” – Compilation Album – Talent Relations Coordinator

April 2025

- “This Ends Here.” – Short Film – Director, Writer, Editor

October 2023

INTERNSHIPS

Theatrical Intern at Kazarian/Measures/Ruskin & Associates

January 2023 – May 2023

- Aided with uploading audition tapes and adding casting updates to an entertainment platform
- Participated in a project to better understand an agent's process of pitching a client

Script Coverage Intern at Hopetown Entertainment

January 2023 – May 2023

- Wrote script and book coverage as well as provided feedback on pitches and other materials

Video Editing Intern at Armadillo Rose Productions

June 2022 – August 2022

- Assisted in editing the documentary series *Beyond Ink & Paint: The Women of Animation*

TECHNICAL SKILLS

- Microsoft Office 365

- Adobe Creative Suite

EXTRACURRICULAR ACTIVITIES

Writer for Buzzsaw Magazine

January 2021 – May 2025

- Wrote creative content for a quarterly magazine

Co-President of Ithaca College Film Society

August 2021 – May 2024

- Arranged weekly film screenings with Q&A sessions as well as posters for advertisement

HONORS & ACHIEVEMENTS

- Dean's List: May 2021, Jan. & May '22, Jan. & May '23, Jan. & May '24, Jan. & May '25
- Beta Gamma Sigma International Business Honor Society (April 2025)
- Faculty Award for Excellence in Film, Photography, and Visual Arts (April 2024)
- Lambda Pi Eta National Communication Honor Society (April 2022)