

AMANDA DIMONTOVA

CONTACT

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QUINNIPIAC UNIVERSITY

Online | January 2025 - Present

GPA 3.67/4.0

- Master of Arts, Cinematic Production Management

RAMAPO COLLEGE OF NJ

Mahwah, NJ | May 2024

GPA 3.9/4.0

- Bachelor of Communication Arts, Global Communication & Media
- Bachelor of Arts in Music, Music Industry
- Minor in Digital Filmmaking
- Certificate in Business Essentials

FILM & PRODUCTION PORTFOLIO

<https://tinyurl.com/29njb8ev>

DIGITAL MEDIA & COMMUNICATIONS PORTFOLIO

<https://tinyurl.com/ymtvkfuh>

LEADERSHIP EXPERIENCE

WOMEN IN BUSINESS | PRESIDENT

Ramapo College of NJ | Mahwah, NJ
April 2022 - May 2024

- Restructured committees, created new role pipelines, and managed all organizational planning and operations.
- Oversaw event programming and led all marketing efforts, producing consistent social media and promotional content.

LAMBDA PI ETA | PRESIDENT

Ramapo College of NJ | Mahwah, NJ
May 2022 - May 2024

- Managed all logistics, materials, and communication for the annual induction ceremony.
- Coordinated event promotion and planning to deliver a polished program.

PROFESSIONAL EXPERIENCE

BIG STATE SPORTS | CAMERA OPERATOR

New Jersey August 2025 - Present

- Operate broadcast cameras under tight deadlines while maintaining focus on continuity and precision in live sports coverage.
- Collaborate with producers and technical teams to ensure cohesive storytelling, demonstrating adaptability, professionalism, and strong communication.

DISNEY COLLEGE PROGRAM | MERCHANDISE CAST MEMBER | EMPORIUM

The Walt Disney Company | Orlando, FL September 2023 - December 2023

- Managed high-volume guest operations with efficiency and adaptability while upholding Disney's professional standards.
- Communicated effectively in a fast-paced environment to support smooth daily operations.

BERRIE CENTER FOR PERFORMING & VISUAL ARTS | HOSPITALITY & BUSINESS ASSISTANT / BOX OFFICE ATTENDANT & USHER

Ramapo College of NJ | Mahwah, NJ Jan 2022 - May 2024

- Reviewed artist riders and prepared the corresponding hospitality and backstage logistics for each performance.
- Coordinated with artists, staff, and patrons to support seamless event operations.

INKWELL ENTERTAINMENT | MARKETING INTERN

Remote September 2023 - December 2023

- Researched and scripted digital content with clear voice, structure, and story focus.
- Edited videos to deliver concise, polished pieces aligned with creative direction.

GOLD RUSH EVENTS | EVENT INTERN

Remote October 2022 - December 2022

- Secured vendors and sponsors and organized all event communication.
- Managed volunteers and registration and supported day-of problem solving.

GOLD VILLAGE ENTERTAINMENT | EVENT INTERN

Remote June 2018 - August 2018

- Assisted with booking coordination and scheduling for roster artists.

ACADEMIC EXPERIENCE

- Graduate coursework in production management, production office workflow, scheduling, budgeting, and script breakdowns through Quinnipiac's Producing for Film & TV program.
- Trained in creating and organizing key production documents including call sheets, sides, production reports, travel memos, and daily paperwork.
- Hands-on experience with workflow, communication, and coordination through classes focused on office PA responsibilities and set operations.
- Additional training in digital filmmaking, camera operation, editing, and visual storytelling.

SKILLS

Production Office Support | Paperwork Organization | Call Sheets & Sides | Script Breakdown | Scheduling & Logistics | Communication & Multitasking | Walkie Etiquette | Time Management | Hospitality Coordination | Customer Service | Problem Solving | Adobe Premiere Pro | Final Draft | Google Workspace | Microsoft Office