

Pavan Vinod

📍 Fairfield CT / Dubai UAE | 📞 470-913-3848 (USA) / 971569530439 (Dubai) | @ pavanvnd@gmail.com | 📁 Portfolio

Summary

A driven and ambitious media and communication professional with a strong focus on advertising, event management, and creative production. With hands-on experience in organising successful events. I bring a dynamic blend of creativity, strategic organisation, and leadership to every project. Passionate about storytelling, branding, and audience engagement, I thrive in fast-paced environments, ensuring seamless execution and impactful results. My dedication to excellence, teamwork, and innovation makes me a valuable asset in any media or event-driven role.

Experience

SHU Community Theatre	September 2025 - December 2025
Production and Operations Assistant	Fairfield CT USA
🔗 https://www.shucommunitytheatre.org/	
- Assist in coordinating and executing live events, film screenings, and productions. - Support stage management, lighting, and audio setup during performances and rehearsals. - Oversee backstage operations to ensure smooth transitions and on-time show flow. - Collaborate with production staff, performers, and technical teams to meet event requirements. - Help manage theatre logistics, including scheduling, equipment organization, and inventory. - Provide front-of-house and audience support as needed to enhance guest experience. - Contribute to marketing and promotional efforts for upcoming shows and community events. - Ensure compliance with theatre safety protocols and operational standards.	

Westport Day School	May - June 2025
Media and Public Relations intern	Danbury CT USA
- Assisted in drafting press releases and media materials for various campaigns. - Coordinated social media content scheduling across multiple platforms. - Engaged with media contacts to promote events and enhance brand visibility. - Supported event planning logistics for promotional activities and community outreach. - Edited video content for various platforms to maintain brand consistency. - Captured high-quality images for various events	

Pulse Plus	January 2025 - December 2025
News Production Assistant	Fairfield CT USA
- Research and produce news stories covering campus and community events. - Conduct on-camera and off-camera interviews with students, faculty, and guests. - Write and edit scripts for broadcast segments and online features. - Assist with video shooting, lighting, and audio recording during production. - Collaborate with producers, anchors, and editors to meet tight production deadlines. - Contribute creative story ideas and help plan weekly episode rundowns. - Support post-production editing and graphics creation for news packages. - Manage behind-the-scenes operations during live and recorded shows.	

EVENTIFY - PREMIERE PADEL DXB	OCT - NOV 2024
ZONE MANAGER / VOLUNTEER HEAD	DUBAI UAE
- Oversaw event operations within the assigned zone, ensuring the smooth execution of matches, audience management, and logistics. - Recruited, trained, and managed a team of volunteers, delegating tasks, and providing on-site leadership. - Coordinated with event organizers, referees, and staff to maintain schedules and resolve issues in real time. - Ensured adherence to safety protocols, and delivered a positive participant and spectator experience. - Contributed to the overall success of a high-profile sporting event with attendees and teams.	

EVENTIFY - SOLEDXB	DEC - JAN 2023
ZONE MANAGER	DUBAI UAE
- Managing and coordinating all aspects of that zone, such as ensuring that vendors are set up properly, overseeing the flow of traffic, and attendees. - Also responsible for ensuring the safety and security of the zone, as well as managing any emergencies or incidents that may occur. This may involve working closely with event security and medical personnel to respond quickly and effectively to any situations that may arise. - Ensure that my assigned area runs smoothly and efficiently, and that all attendees have a positive, enjoyable experience at the event. - Worked closely with other event staff and management to coordinate efforts and ensure that all aspects of the event run successfully.	

PHASE TWO MARKETING	JUNE - JULY 2023
MARKETING AND EVENT INTERN	DUBAI UAE
- Conducting research on industry trends, competitors, consumer behavior, and market opportunities. - Assisting with the analysis of marketing data using tools like Google Analytics or social media insights to track campaign effectiveness and generate reports. - Participating in the planning and coordination of events or trade shows, including logistics, promotion, and onsite support. - Contributing ideas and feedback in brainstorming sessions for marketing campaigns, strategies, or creative concepts.	

Education	
SACRED HEART UNIVERSITY	DEC 2024 - JAN 2026
JOURNALISM AND MEDIA PRODUCTION	MASTERS
3.8 GPA	
MANIPAL ACADEMY OF HIGHER EDUCATION DUBAI	AUGUST 2021 - AUGUST 2024
MEDIA AND COMMUNICATIONS	BACHELORS
7.80 CGPA	

Projects	
PULSE PLUS	JANUARY - APRIL 2025
TELEPROMPTER / GRAPHICS / AUDIO	
- Coordinated the end-to-end production of original news segments, from pitching and scripting to shooting, directing, and editing. - Produced engaging on-campus and community stories from concept development through final broadcast. - Operated teleprompter, audio board, and graphics system during live studio productions. - Collaborated with anchors, producers, and technical crew to ensure smooth and high-quality newscasts. - Gained hands-on experience in both field reporting and live studio production, balancing creative storytelling with technical precision.	

Sacred Heart University Orchestra	APRIL 2025
PHOTOSHOOT	
- Conducted a professional photoshoot for the university orchestra, capturing portrait and group images of musicians with their instruments. - Designed multiple creative cover concepts using the photographs for promotional and artistic purposes. - Applied lighting, composition, and post-production editing techniques to deliver polished, publication-ready visuals. - Collaborated with performers to highlight both individual artistry and the collective identity of the ensemble.	

PODCAST PRODUCTION	MAY 2025
- Managed podcast production logistics, including scheduling, setup, and coordination between hosts, guests, and technical crew. - Operated teleprompter during live recordings, ensuring smooth delivery and timing for on-air talent. - Coordinated live events associated with the podcast, overseeing venue setup, audience management, and technical support. - Assisted with production workflows, from pre-production planning to on-site execution, ensuring seamless operations.	

LIVE MUSIC PRODUCTION	MAY 2025
TUNE SQUAD	
- Set up and operated professional audio equipment for live music performances, ensuring balanced sound quality for both performers and audience. - Monitored and mixed live audio levels in real time, troubleshooting technical issues under pressure. - Collaborated with musicians and production team to meet artistic and technical requirements. - Maintained and organized audio gear, contributing to efficient event setups and breakdowns.	

OPEN CHANNEL EVENT PRODUCTION	MAY 2025
- Operated teleprompter during live broadcasts, ensuring accurate timing and smooth delivery for on-air talent. - Edited video content using Adobe Premiere Pro to create broadcast-ready segments. - Collaborated with producers and technical crew to maintain high production quality under tight deadlines. - Assisted with both pre-production and post-production workflows to support seamless show execution.	

Event Production	January 2025 - December 2025
Multiple Roles	
- Directed and coordinated multiple live and recorded campus productions and events. - Served in key production roles including director, stage manager, camera operator, and audio technician. - Managed event logistics, schedules, and technical setups to ensure smooth execution. - Supervised lighting design and sound operations for live performances and showcases. - Led production teams and delegated responsibilities to crew members during events. - Oversaw camera operations and visual direction to maintain professional production quality. - Collaborated with faculty, students, and external partners to deliver successful university events. - Acted as Head of Events for student productions, handling creative direction and on-site coordination. - Ensured adherence to safety and technical standards during all stages of production. - Contributed to the creative planning and execution of special university media projects and showcases.	