

Mariana Rochitte

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EXPERIENCE

- Practice Facility Monitor, Berklee College of Music — Boston, MA** May 2024 – Present
- Manage daily operations of practice facilities, ensuring scheduling accuracy and efficient room usage.
 - Coordinate reservations and resolve booking or equipment conflicts promptly, maintaining smooth operations.
 - Provide front-desk support and clear communication to students, enhancing overall user experience.
 - Maintain organized records and enforce facility policies to support a structured environment.
- Recording Studio Operations Assistant, Berklee College of Music — Boston, MA** October 2024 – Present
- Oversee daily studio readiness, including scheduling, organization, and administrative coordination.
 - Handle phone communications, inquiries, and support requests in a professional and timely manner.
 - Maintain accurate documentation and ensure compliance with studio policies and procedures.
 - Support staff, faculty, and students by troubleshooting issues and coordinating solutions efficiently.
- Recording Studio Intern, Electric Lady Studios — New York, NY** May 2025 – July 2025
- Assisted with operational and administrative tasks, including session documentation and setup coordination.
 - Assisted with equipment tracking and labeling, ensuring efficient workflow and accessibility.
 - Supported team workflow by ensuring preparedness, attention to detail, and clear communication.
- Recording Studio Intern, Bunker Studio — Brooklyn, NY** May 2025 – July 2025
- Supported daily studio operations through organization, setup coordination, and task prioritization.
 - Maintained organized records of studio setups and equipment usage.
 - Collaborated with team members to maintain a structured and productive work environment.
- Assistant Engineer, Coliseu Records — Boston, MA** February 2023 – November 2023
- Assisted with session preparation, equipment organization, and workflow coordination.
 - Maintained organized workspaces and supported efficient session execution.
 - Provided administrative and technical support to ensure smooth daily operations.
- Audio Editor, Let's Talk About Health Podcast — São Paulo, Brazil** March 2021 – September 2021
- Edited and organized audio content to meet production deadlines and quality standards.
 - Coordinated scheduling and communication with guests and team members.
 - Conducted research and supported planning efforts for production and distribution.
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SKILLS

Administrative & Tools: Google Workspace, Microsoft Office, Notion, Airtable, ShotGrid.
Audio Software: Pro Tools, Logic Pro, Ableton, MuseScore, Finale.
Social Media: Instagram, TikTok, YouTube, Twitter.

Design & Media: Canva, Photoshop, CapCut, Final Cut, Adobe Express, Lightroom.
Communication: Portuguese (fluent), English (fluent), Spanish (intermediate).

EDUCATION

Berklee College of Music, Boston, MA
Bachelor of Music, Production and Engineering — Expected May 2026
Relevant Coursework:
MP-447 Business of Music Production

VOLUNTEER EXPERIENCE

- Treasurer, Brazil @ Berklee — Boston, MA**
- Managed budgeting, expense tracking, and financial records for student organization activities.
 - Coordinated events and meetings, handling scheduling, logistics, and communication with members.
 - Supported administrative organization of club operations, improving structure and efficiency.
- Interactive Art Assistant, Canadian Premature Babies Foundation — Toronto, Canada (Remote)**
- Contributed to visual and graphic materials for online distribution.
 - Assisted in organizing and executing interactive art initiatives for community engagement.
 - Supported administrative planning, coordination, and digital content organization.