



## PROFILE

Dynamic and result-driven professional with over six years of experience in vlogging, podcasting, hosting, event planning, social media, and small marketing. I have demonstrated expertise in creating engaging content, building a strong online presence, and diving brand awareness. Proven ability to cultivate great working relationships with diverse audiences and leverage digital platforms to deliver impactful messages. Strong organizational skills combined with a creative mindset to deliver memorable experiences. A collaborative team player dedicated to exceeding goal and delivering exceptional results.

## CONTACT

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## HOBBIES

Dance  
Making a podcast  
The gym  
Event planning

# MARQUIS MOODY

Freelance Event Planner

## EXPERIENCE

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### Joel Katz Music Entertainment Business Program – Student Intern

2015 - 2017

- Stage Managed as well as being the stagehand in the Benefit Concert.
- Sound designed for companies to listen and take samples for their business.
- Worked with Voice Over projects, Adobe by directing.
- Assisted with an inspiring Actress with Comp-Cards and Media Outlets

### NewFamEnt - Personal Assistant

2018 – 2020

- Managed the High-Profile Client (HPC) appointments, including coordinating with agents, managers, and publicists.
- Arranged travel logistics, such as booking flights, accommodations, and ground transportation for the HPC and their entourage.
- Handled confidential and sensitive information with discretion, ensuring privacy and maintaining confidentiality agreements.
- Assisted with personal tasks, such as managing household staff, organizing personal belongings, or handling personal finances.
- Acted as a liaison between the HPC and other professionals, including publicists, stylists, makeup artists, and personal trainers.
- Coordinated and managing special events, red carpet appearances, or press conferences on behalf of the celebrity.
- Managed correspondence, including screening and responding to emails, letters, and other communication.

### Creative Couture Productions – Freelance Event Planner

2019 - Present

- Developed creative ideas, themes, and concepts for the event, including venue selection, décor, and overall ambiance.
  - Sourced and managed relationships with vendors, such as caterers, decorators, audiovisual technicians, photographers, and entertainers.
  - Planned and coordinated event logistics, including venue setup, seating arrangements, audiovisual requirements, transportation, and parking.
  - Developed a detailed timeline and schedule for the event, coordinating all activities to ensure smooth execution.
  - Ensured a seamless and enjoyable experience for attendees, including registration, seating, hospitality, and addressing any guest inquiries or issues.
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