

Recent college graduate with diverse experience in community-centered, branded media work. Experience within a range of video production contexts, managing professional social media outlets, and working independently within a larger team. Native Spanish speaker with a strong and reliable navigation of cultural and linguistic nuances.

EXPERIENCE

PRODUCTION INTERN, JULY 2017 - OCTOBER 2017

UNCORKED STUDIOS, PORTLAND, OR

- Assisted in the planning and execution of digital product launches, client meetings, and client trainings
- Collaborated with producers, designers, and developers on client work, internal projects, and self-guided projects
- Managed and troubleshoot content management system, which controlled official website and social media outlets

CO-DIRECTOR, OCTOBER 2014 - JUNE 2017

LAS MUJERES PSU, STUDENT ORGANIZATION, PORTLAND, OR

Las Mujeres PSU is a women-led organization that assists Latina women in their pursuit of educational and professional endeavors.

- Managed official organization social media profiles on Twitter, Instagram, and Facebook as a means of recruitment, information disbursement, and marketing
- Planned digital marketing campaigns for multiple events throughout the academic year. Using Twitter, Instagram, and Facebook to garner attention and attendance
- Managed communication and meetings with 20 group officers and 250 active members via social media, email, and newsletters
- Co-managed budget of \$24,000 per 9 month period between events, marketing investments, and member travel

ADMINISTRATIVE ASSISTANT, JUNE 2016 - AUGUST 2017

PSU ADVISING & CAREER SERVICES, PORTLAND, OR

- Designed, captioned, and managed social media posts for students and alumni throughout Facebook, Instagram, and Handshake (internal job-search site). Averaged two posts a week on all outlets
- Managed calendars for 20 advisers, as well as office calendar
- Assisted students, incoming and current, in setting up appointments for consultations and workshops, and troubleshooting issues

BARISTA TRAINER, MAY 2018 - CURRENT

STARBUCKS COFFEE, WOODBURN, OR

- Teaching new baristas (including new managers) processes, guidelines, and codes specific to Starbucks
- Working within specific routines under immense pressure
- Problem-solving with an empathetic, customer-first mentality

VIDEO EDITOR, AUGUST 2018

PORTLAND STATE UNIVERSITY, PORTLAND, OR

- Edited two 7-min video essays within a two day turn-over
- Coordinated two separate audio recording sessions, managed equipment and post-production editing
- Remotely managed client communication and materials

VIDEO EDITOR, AUGUST 2017

PORTLAND STATE UNIVERSITY CHAMBER CHOIR, PORTLAND, OR

- Created two 45-second promotional videos for Portland State University's chamber choir in their effort at a Grammy
- Resourced copyright-free images and graphics
- Color-corrected images and footage using Adobe Premiere
- Created social media edit for promotional use

CO-PRODUCER / DIT, MARCH 2018 - JULY 2018

HOLLYWOOD THEATER, PORTLAND, OR

- Co-produced video, on spec, intended to capture the essence of living in Portland for inclusion in the Hollywood Theatre Microcinema at Portland International Airport
- Scouted and secured shooting locations
- Logged and organized footage for First Editor

PRODUCTION INTERN, MAY 2017

WEST OF 7TH DIGITAL / SIDESTREET ENTERTAINMENT, PORTLAND, OR

West of 7th is a TV. location production office for shows like Portlandia and Life After First Failure.

- Worked directly under Production Manager assisting in creating and distributing maps, contracts, schedules, and scripts to cast and crew
- Assisted in securing flights and accommodations for cast and crew

EDUCATION

PORTLAND STATE UNIVERSITY - Portland, OR

Film Production Major
Communication Minor
June, 2017

ORIENTATION TEAM LEAD, MARCH 2015 - SEPTEMBER 2017

PORTLAND STATE U. OFFICE OF ADMISSIONS, PORTLAND, OR

- Served as a guide for total of 20,000 new students over two years, providing informational tours around campus, answering questions regarding basic academic, financial, health, and social resources at Portland State from a student's perspective
- Co-lead a nine-week training course based on leadership techniques pertaining to the job, university protocol, procedures, and regulations
- Planned the official programming for week-long welcoming event for new students.
 - Facilitated 100+ events thrown by 40+ different on- and off- campus organizations and student groups
 - Booked rooms, facilitated catering, audio/visual, services, and created the schedule for the week. This event served 10,000 students throughout the week.
 - Worked with with graphic designers, printers, and the university communications office to design logos, create t-shirts, and advertising.

TOOLS & SKILLS

- Adobe Creative Suite
 - Photoshop
 - Premiere Pro
 - After Effects
 - InDesign
 - Illustrator
- Microsoft Suite
- Mac OS
- CMS (Wordpress, Blogspot, Medium, forestry.io)
- Bilingual and Bicultural (English/Spanish)
- Leadership: collaborative, responsible, mission-driven, results oriented
- Empathetic, customer-first mentality
- Adaptability
- Conflict resolution, de-escalation
- Productivity and calm under pressure
- Self-motivated
- Detail-oriented
- Social media management
- Video editing and production; documentary, branded, and narrative
- Budget management and fundraising
- Event planning, large- and small-scale
- Public speaking
- Group management
- Administrative management; email, calls, calendar management
- Personalized customer service
- Marketing, strategizing, and planning