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EDUCATION

M.F.A Film & Television Producing	Chapman University, Dodge College of Film & Television	2015
Business Entrepreneurship Certification	Clemson University, Spiro Institute for Entrepreneurial Leadership	2011
B.A. Media Arts / Minor Spanish & Music	University of South Carolina, School of Visual Art & Design	2008
Digital Broadcast Journalism Certification	Travel Channel Academy, Discovery Communications	2007
Mechanical Engineering Program	University of Delaware	2003-2005

AWARDS & LEADERSHIP

2017 NALIP Latino Media Market Fellow	2009 Silver Telly Award (Broadcast); Bronze Telly (Editing)
2017 ACCLAIM Screenwriting Competition Semi-Finalist	2008 Gold Addy Award (Commercial Production)
2015 Leo Freedman Foundation First Cut Showcase - DGA	2008 A. Porter McLaurin Media Arts Award (USC)
2015 Dodge College Graduate Representative	2007 Founding Father/Scribe, Alpha Epsilon Pi (USC)
2013 Panavision New Filmmaker Grant Recipient	2003 President, Freshman Community Council (UDEL)
2011 Screenplay Finalist (Charleston Int'l Film Festival)	2003 Latino Student of Distinction – Univ. of Delaware

PROFESSIONAL EXPERIENCE

NBC UNIVERSAL & UNIVERSAL TELEVISION • Universal City, CA 10/2015 – 07/2017

Entertainment Coordinator (Interim) | Movies, Miniseries & Int'l Co-Productions (Network) & Scripted Drama Development (Universal Television); Casting (Network); Business Ops & Late Night; Business Affairs; Production – Dick Wolf Films

- Support C-Level, President, EVP, SVP, VP, Director and Manager level executives by serving as liaison with internal NBCU divisions and external studio executives, agents, managers, producers, showrunners, writers, casting directors, and business affairs executives and by effectively streamlining administrative duties.
- Rolling calls; scheduling general meetings; create expense reports; tracking of breakdowns, scripts, development notes, production schedules, producer sessions, actor availability, and management of Studio System database and guest star manifests for over 20+ network shows and pilots.
- Tracked materials and progress of hit shows for executives, including 2017 EMMY nominated Outstanding TV Movie: Dolly Parton's Christmas of Many Colors: Circle of Love, Taken, This is Us, Chicago PD, Fire, Med, and Law & Order.

NBC UNIVERSAL | E! International On-Air Promos • Los Angeles, CA

Program Coordinator 01/2015 – 02/2015

- Assisted Sr. Show Producers by managing and delivering content assets with expedited turnaround for the creation of a 30-minute Live From The Red Carpet Oscar 2015 Special for broadcast in over +120 countries.

Summer Intern (Paid) 06/2014 – 08/2014

- Maintained production CMS database and tracked media assets of over 250 weekly on-air promos and interstitials for the E!, Syfy, Style Network, & Telemundo brands across 11 international feeds.
- Wrote and assisted the production of packages for Sharknado 2 (Syfy); Assisted Executive Creative Director in development of 66th Golden Globes & 86th Academy Awards campaigns.

GREENVILLE INTERNATIONAL FILM FESTIVAL • Greenville, SC 08/2011 – 06/2013

Founder, Executive Director

- Created production workflows, schedule, marketing, customer service and budgets for non-profit organization.
- Coordinated press and other releases with news outlets, vendors and over 400+ filmmakers from 70+ countries.
- Provided awards, scholarships, and career workshops for underserved arts community and filmmakers (K-12).

TRAVEL CHANNEL • Chevy Chase, MD 10/2007 & 08/2008

Segment Producer

- Wrote, Directed, and Produced Telly award-winning segment *America's Scariest Halloween Attractions 2*.

SKILLS

LANGUAGES: Bilingual - Spanish (Native); English (Fluent)

TALENTS: Development – Film & Television, Branded Content, Marketing, International Markets, Diversity & Inclusion

TECHNICAL: Movie Magic Scheduling & Budgeting; Final Draft; Adobe CS - Photoshop, Illustrator, Dreamweaver, InDesign, After Effects, Premiere; Avid (Beg/Int.); Daisy CMS; Studio System; ENPS; Concur – Finance / Accounting; Microsoft Word, Excel, Outlook, PowerPoint; Topical & News Copywriting; HTML (Int.); CSS (Int);