

EMPLOYMENT HISTORY

Part 2 Pictures, New York, NY (August 2013 – Present)

Accounting Assistant Data entry into production accounting program "Media-Web" of purchase orders, invoices, petty cash, expense reports and credit card statements. Gather information to process credit card statements, accounts receivable and payroll. Work with staff line producers to produce cost reports for clients. Prepare bi-weekly payroll of staff and freelancers.

The June Project, LLC, New York, NY (April 2013 - May 2013)

Accounting Clerk Assisted 1st Accountant and Payroll Accountant during production of TIER 1 feature "June Project". Provided departmental customer service, payroll prep, paper back-up and electronic file maintenance for AP, Credit Card Purchase and Petty Cash Allowances.

Calloused Hands LLC, Miami, FL (September 2012- September 2012)

2nd AD Assisted First AD during production of feature film "Calloused Hands". Created and sent daily call sheets. Coordinated cast transportation. Updating key personnel on the timings and progress of daily shoots. Completed SAG related forms.

Can't Dance Productions, New York, NY (August 2011- August 2011)

Line Producer Developed schedule and budget for short "Can't Dance." Coordinated location permits with Mayor's Office of Film and Television, insurance and SAG related forms. Negotiated production-specific service contracts, as necessary. Prepared and sent daily call sheets.

Smithy Productions, New York, NY (March 2011 to July 2011)

Line Producer Developed schedule and budget for Sundance 2012 Film Festival Official Selection "My Best Day."

Q Over Q Productions, New York, NY (September 2010)

Production Assistant Assisted Second Unit PM in pre-production and production of feature "Flowers," secured locations, prepared and distributed call sheets, and executed crew and equipment agreements.

Arenaceous Productions, New York, NY (July 2010)

Production Coordinator Assist Producer/Director and Line Producer in pre-production and production of short film "Perhaps Tomorrow," coordinating location permits with Mayor's Office of Film and Television, insurance and SAG related forms.

V-me Media, Inc, New York, NY (March 2007 to February 2009)

Manager, Production Management and Business Operations. Oversight of accounts payable for \$2 million station original production budget, including processing payment vouchers for hundreds of vendors, consultants, freelancers, and crew. Coordinated location permits, insurance and travel arrangements. Managed contract approval processes, including contract signing, distribution, and production back-ups. Ensured timely delivery of materials to and from local, national and international distributors. Tracked and managed execution and payment of acquisition licenses. Negotiated production-specific service contracts, as necessary.

Manhattan Neighborhood Network, New York, NY (October 1998 to July 2006)

Director of Administration. Managed daily operations of \$2.5 million operating and \$5 million capital budget for two public access television facilities with staff of 45 and thousands of public users. Coordinated acquisition of third facility. Responsible for day-to-day management, while supervising administrative departments. As Liaison to Board of Directors, coordinated community grant funding program, scheduling meetings, preparing minutes, and implementing policies as approved by the board. Coordinated in-house productions; special events, special screenings and community events.

Smithy Productions, New York, NY (2001, 2005)

Associate Producer. Assist Producer and Director in pre-production and production of feature film, "Mom."

Associate Producer. Assist Producer and Director in pre-production and production of feature film "21."

EDUCATION

BBA, Sacred Heart University, San Juan, PR, 1997, Cum Laude. Major: Telecommunications.

SKILLS: MS Office: Word, Excel, Power Point, Entourage, Outlook, File Maker Pro, QuickBooks, Media Services Mediaweb, Final Draft, EP Budgeting and Scheduling. Script Coverage

LANGUAGES: Fully bilingual in Spanish and English.