

IVAN JOEL VEGA

PRODUCTION COORDINATOR

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OBJECTIVE

Obtain a full-time or part-time employment where I can use my abilities and experience to excel and obtain specialized knowledge that will enhance my skills and the company's mission.

PROFILE

I am a diligent multitasking team player who can learn quickly, work under pressure and have a positive and high-energy professional attitude which in combination provide a very balanced mind-set for problem solving-high passed production positions. I have worked in around 400 audio-visual projects for different platforms, audiences and formats. I count with over 6 years of work experience in developing, producing and distributing high-quality, original digital content for top entertainment companies with strong attention to detail.

SUMMARY OF EXPERIENCES

Film Production Team: Wide-ranging knowledge of film and digital video projects from concept to completion. Effective at organizing and coordinating meetings, scouts and shoots. Experience using film/digital production equipment and software.

TV Production Team: Experienced being involved in the production team of a wide variety of television programs. From brainstorming to creating a concept to delivering the best version of the program, I have participated in most of the steps you have to take to successfully launch, maintain and terminate a tv program.

Event Production: Well-experienced in the production of events such as concerts, high-speed races and community charities. From the idea until closure, I have participated in around 15 events ranging from 100 attendants up to 25,000 ticket buyers.

Administration: Providing efficient administrative skills and knowledge that support the production team from the moment a project is bid, until it is finished. My contribution (but not limited) to the production team is on prioritizing and organizing last-minute workloads, meeting strict short and long-term deadlines, training and supporting team members and coming up with a variety of solutions for a variety of situations one may encounter throughout the preproduction, production, postproduction and distribution.

PROFESSIONAL SKILLS

Experience with pre-producing, producing, and marketing an audiovisual content.

Experience with international negotiations.

Proficient with Microsoft Word, PowerPoint and Excel.

Proficient with Adobe Premier Pro and Adobe Photoshop.

Proficient with Showbiz Budgeting, Gorilla Budgeting, Movie Magic and Hot Budget.

Proficient with Payroll software such as CAPS, EP, Showbiz TC's and Pay Day.

Experience administrating and managing social medias such as Instagram, Facebook, Twitter and Tik-Tok.

Experience with organizing and coordinating payroll.

Experience in working with Unions.

Experience with organizing private and public events.

Excellent communication skills.

Excellent work under low and high-pressure.

WORK EXPERIENCE

PRODUCTION COORDINATOR

December 2018 – April 2022

Skyline Content LLC - Miami, Florida

- Managed over 175 projects within my time inside this company. These projects gained more than 10 billion collectively-views on You Tube alone.
- Created and managed comprehensive and accurate budget with project parameters for all productions assigned. Managed (From BID until Actuals) a range of budgets from \$50,000 up to \$300,000.
- Supported the production team and heads of production on several tasks such as (but not limited to) schedules, call sheets, payroll paperwork, union paperwork, flight coordination, lodging coordination, rentals, purchases, last minute requests, and overall production paperwork.
- Pitched, created, developed and produced content for brands, artists and entities.
- Oversaw, supervised and assisted each project from conception to completion.
- Coordinated on-call staff and managed crew.
- Take care of administration and organizational tasks to help promote smooth and timely production runs.
- Collaborated with different departments such as account managers, project managers, developers, designers, directors, copywriters, music labels, heads of departments rental companies and payroll companies.
- Some of the clients I have worked for are: Bad Bunny, Ozuna, Daddy Yankee etc.

PRODUCTION COORDINATOR

April 2021 – April 2022

Film MIA LLC - Miami, Florida

- Managed over 10 projects within 1 year.
- Created and managed comprehensive and accurate budget with project parameters for all productions assigned. Managed (From BID until Actuals) a range of budgets from \$50,000 up to \$300,000.
- Pitched, created, developed and produced content for brands, artists and entities.
- Supported the production team and heads of production on several tasks such as (but not limited to) schedules, call sheets, payroll paperwork, union paperwork, flight coordination, lodging coordination, rentals, purchases, last minute requests, and overall production paperwork.
- Oversaw, supervised and assisted each project from conception to completion.
- Coordinated on-call staff and managed crew.
- Took care of administration and organizational tasks to help promote smooth and timely production runs.
- Collaborated with different departments such as account managers, project managers, developers, designers, directors, copywriters, music labels, heads of departments rental companies and payroll companies.
- Some of the clients I have worked for are: CITIZEN etc.

PRODUCTION COORDINATOR

April 2021 – April 2022

Object & Animal LLC – Los Angeles, California

- Managed over 5 projects within 1 year.
- Created and managed comprehensive and accurate budget with project parameters for all productions assigned. Managed (From BID until Actuals) a range of budgets from \$50,000 up to \$600,000.
- Pitched, created, developed and produced content for brands, artists and entities.
- Supported the production team and heads of production on several tasks such as (but not limited to) schedules, call sheets, payroll paperwork, union paperwork, flight coordination, lodging coordination, rentals, purchases, last minute requests, and overall production paperwork.
- Oversaw, supervised and assisted each project from conception to completion.
- Coordinated on-call staff and managed crew.
- Took care of administration and organizational tasks to help promote smooth and timely production runs.
- Collaborated with different departments such as account managers, project managers, developers, designers, directors, copywriters, music labels, heads of departments rental companies and payroll companies.
- Some of the clients I have worked for are: Victoria Secret, Yves Saint Laurent etc.

PRODUCTION COORDINATOR

June 2020 – April, 2022

Compostela Films - Miami, Florida

- Supported the production team and heads of production on several tasks such as (but not limited to) schedules, call sheets, payroll paperwork, union paperwork, flight coordination, lodging coordination, rentals, purchases, last minute requests, and overall production paperwork.
- Performed different duties including facilitating a communication between associated departments and distributing scripts and paperwork.
- Helped organize and manage meetings, phone calls and production calendars.
- Provided organizational and administrative support to the execs as needed, anticipating needs of the executive.
- Took care of administration and organizational tasks to help promote smooth and timely production runs.
- Collaborated with different departments such as account managers, project managers, developers, designers, directors, copywriters, music labels, heads of departments rental companies and payroll companies.
- Some of the clients I have worked for are: Ozuna, Daddy Yankee, Christina Aguilera etc.

PRODUCTION COORDINATOR

March 2020 – December 2021

Cinema Giants Inc. - Los Angeles, California

- Managed over 10 projects within 1 year.
- Created and managed comprehensive and accurate budget with project parameters for all productions assigned. Managed (From BID until Actuals) a range of budgets from \$50,000 up to \$300,000.
- Pitched, created, developed and produced content for brands, artists and entities.
- Supported the production team and heads of production on several tasks such as (but not limited to) schedules, call sheets, payroll paperwork, union paperwork, flight coordination, lodging coordination, rentals, purchases, last minute requests, and overall production paperwork.
- Oversaw, supervised and assisted each project from conception to completion.
- Coordinated on-call staff and managed crew.
- Took care of administration and organizational tasks to help promote smooth and timely production runs.
- Collaborated with different departments such as account managers, project managers, developers, designers, directors, copywriters, music labels, heads of departments rental companies and payroll companies.
- Some of the clients I have worked for are: Ozuna, Lunay, Anuel AA etc.

PRODUCTION COORDINATOR / OFFICE PA

July 2019 – March 2020

Fat King Films - New York, New York

- Created and managed comprehensive and accurate budget with project parameters for all productions assigned. Managed (From BID until Actuals) a range of budgets from \$50,000 up to \$300,000.

- Pitched, created, developed and produced content for brands, artists and entities.
- Supported the production team and heads of production on several tasks such as (but not limited to) schedules, call sheets, payroll paperwork, union paperwork, flight coordination, lodging coordination, rentals, purchases, last minute requests, and overall production paperwork.
- Oversaw, supervised and assisted each project from conception to completion.
- Coordinated on-call staff and managed crew.
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PRODUCTION COORDINATOR / OFFICE PA

November 2018

Chrysler, Jeep RAM and Dodge – Miami, Florida

- Produced a series of more than 8 branded commercials for Jeep and Alfa Romeo. Managed budgets, helped on recruiting crew and oversaw all the projects from concept to delivery.
- Worked effectively alongside different marketing agencies.

PRODUCER

January 2017 - November 2018

Bind Pictures – Caguas, Puerto Rico

- Produced branded content on a weekday basis.
- Oversaw budget, managed crew and coordinated shoots for different in-house projects.
- Raised over \$200,000 in funding for local film projects.

EVENT PRODUCER & COORDINATOR

November 2017 - December 2017

Roll Race Puerto Rico - Ceiba, Puerto Rico

- Managed, coordinated and negotiated location, logistic and budget. Helped on recruiting staff and helped on marketing the project.
- Helped the event become the highest visited event of the year in Puerto Rico. With over 55,000.00 guests.

EVENT PRODUCER & COORDINATOR

May 2017 - July 2017

Fast or Nothing Puerto Rico – Aguadilla, Puerto Rico

- Managed all aspects of production. From concept to creation and from creation to execution.
- Successfully produced and marketed the event for it to become the 2nd largest race event ever created in Puerto Rico, with over 25,000 spectators.

- Managed, coordinated and negotiated location, logistic and budget. Helped on recruiting staff and helped on marketing the project.
- Helped the event become the highest grossing car related event ever made in Puerto Rico (Updated 2020).

PRODUCER

January 2017 - April 2017

Visual Fashion Media – San Juan, Puerto Rico

- Oversaw all live weekday programming in addition to writing, producing and supervising specials and breaking news stories.

TV PRODUCER

February 2016 - February 2017

Univision – San Juan, Puerto Rico

- Live produce shows aired on relaying timing cues to talent and production throughout the live broadcasts
- Communicate, coordinate and execute the creative vision with the team of anchors, reporters, meteorologists, photographers, editors, and production staff
- Be responsible for production of shoots and ensuring that all filming is managed and delivered to a significantly high standard
- Helped increasing the ratings over 90% within 3 months by improving content and dramatically picking up the pace.
- Helped the show become the networks most successful primetime show of 2017.

PRODUCER

February 2016 - November 2016

SBS Entertainment – Guaynabo, Puerto Rico

- Develop, write and produce in a weekday talk show. Led the development of the show all the way from defining the focus through to production.
- Helped the show become the networks most successful weekdays show of 2016.

EDUCATION

Bachelor of Digital Film Production – May 2019

University of The Sacred Heart, San Juan, Puerto Rico

CERTIFICATES & PROFESSIONAL TRAINING

Successful Negotiation Course - August 2017

University of Michigan, Ann Arbor, MI, USA

Becoming an Entrepreneur Course - January 2018

Massachusetts Institute of Technology, Cambridge, MA, USA

NOTABLE CREDITS

- BAD BUNNY – MOSCOW MULE*** Miami, FL / March 2022
(Music Video) Production Coordinator
Directed by: STILLZ
Production Company: We Own The City
- SAMSUNG – GALAXY Z FOLD3 WITH DADDY YANKEE*** Miami, FL / July 2021
(Commercial) Production Coordinator
Directed by: Nuno Gomes
Production Company: NBCU Hispanic
- YVES SAINT LAURENT – Y WITH LENNY KRAVITZ*** The Bahamas / November 2021
(Commercial) Production Coordinator
Directed by: Jessy Moussallem
Production Company: Object & Animal
- CARLOS VIVES & BLACK EYED PEAS – EL TEKE*** Los Angeles, CA / April 2022
(Music Video) Production Coordinator
Directed by: Marlon Pena
Production Company: Marlon Films
- PLANTADOS*** San Juan, PR / December 2019
(Feature Film) Line Producer
Directed by: Lilo Vilaplana
Production Company: Vilaplana Films
- ADIDAS – IAMHUMAN & PHARRELL WILLIAMS*** Miami, FL / April 2021
(Commercial) Production Manager
Directed by: Spike Jordan
Production Company: Good Company
- THE TONIGHT SHOW WITH JIMMY FALLON – NO TOQUE*** Miami, FL / June 2021
(Live TV) Production Coordinator
Directed by: Reinaldo Ortiz
Production Company: Compostela Films & Arts

30 DAYS WITH ANUEL AA San Juan, PR / August 2021
(Episodic Series) Line Producer
Directed by: Jessy Terrero
Production Company: Cinema Giants

PEPSI – NFL WITH SAMMIS REYES Baltimore, MD / November 2021
(Music Video) Production Coordinator
Directed by: Daniel Duran
Production Company: Film MIA LLC

CHRISTINA AGUILERA – LA REINA Miami, FL / January 2022
(Music Video) Production Coordinator
Directed by: Nuno Gomes
Production Company: Compostela Films & Arts

HAPPY NATION - WELCOME Miami, FL / December 2021
(Commercial) Production Manager
Directed by: India Sleem
Production Company: Object & Animal

THE LOST SON San Juan, PR / April 2018
(Feature Film) Production Coordinator
Directed by: Transfor Ortiz
Production Company: La Industria Films

CITIZEN WATCHES – DIVE AUTOMATIC The Bahamas / February 2022
(Commercial) Production Coordinator
Directed by: Sam King
Production Company: Film MIA LLC

HUGO BOSS – I AM THE BOSS WITH ALVIN KAMARA Miami, FL / April 2021
(Commercial) Production Coordinator
Directed by: Kajal
Production Company: Genius Productions

BULOVA WATCHES – MARINE STAR The Bahamas / February 2022
(Commercial) Production Coordinator
Directed by: Sam King
Production Company: Film MIA LLC

VERSACE – CLOTH ON PAINTING New York, NY / July 2019
(Commercial) Production Coordinator
Directed by: Edwin Antonio
Production Company: Skyline Content LLC

CITIZEN WATCHES – SPORTS CHRONO

Miami, FL / February 2022

(Commercial) Production Manager

Directed by: Sam King

Production Company: Film MIA LLC

DADDY YANKEE – PONY

Miami, FL / June 2021

(Music Video) Production Coordinator

Directed by: Daniel Duran

Production Company: 2 Wolve Films

OZUNA FT BOZA – APRETAITO

Miami, FL / January 2022

(Music Video) Production Coordinator

Directed by: Nuno Gomes

Production Company: Compostela Films & Arts

FIAT – FIAT 500X 2019

San Juan, PR / January 2019

(Commercial) Production Coordinator

Directed by: Edwin Antonio

Production Company: Skyline Content LLC

TORRESELLA – WINE PRESENTATION

Miami, FL / January 2021 – December 2021

(Commercial) Production Manager

Directed by: Rafael Olarra

Production Company: Rafismo Inc

SANTA MARGHERITA – WINE PRESENTATION Miami, FL / January 2021 – December 2021

(Commercial) Production Manager

Directed by: Rafael Olarra

Production Company: Rafismo Inc

JEEP – YOUR TRIP

San Juan, PR / November 2018

(Commercial) Production Coordinator

Directed by: Ariel

Production Company: Skyline Content LLC

JHAY CORTEZ – ESTA DEJA

Miami, FL / November 2021

(Music Video) Production Coordinator

Directed by: NAVS

Production Company: Compostela Films & Arts

JEEP – ALL ROADS

San Juan, PR / November 2018

(Commercial) Production Coordinator

Directed by: Ariel

Production Company: Skyline Content LLC

WISIN & YANDEL FT BAD BUNNY – DAME ALGO

San Juan, PR / February 2019

(Music Video) Line Producer

Directed by: Fernando Lugo

Production Company: Hero Kids Creative

LA BASE – MUSIC HISTORY

San Juan, PR / June 2019

(Documentary) Line Producer

Directed by: Bryant Bauzo

Production Company: Skyline Content LLC

NICKI JAM FT JHAY CORTEZ – MAGNUM

Miami, FL / October 2021

(Live TV) Production Coordinator

Directed by: Nuno Gomes

Production Company: Compostela Films & Arts

SCOTT STORCH FT TYGA & OZUNA – FUEGO DEL CALOR

San Juan, PR / July 2019

(Live TV) Production Coordinator

Directed by: Nuno Gomes

Production Company: Compostela Films & Arts

P.D. = All of my work is not in this credits document. For more information, please contact me:
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