

February 2007-March 2007 **D.C. Independent Film Festival** – *Festival Coordinator* **Washington, DC**

- Performed event planning for major 11-day international film festival
- Provided administrative and clerical support to festival director
- Responsible for event communication via press releases, web page updates, invitations, emails, phone calls, and faxes
- Arranged air travel, hotel, and local transportation for all VIP attendees and filmmakers
- Oversaw and coordinated crew and volunteer teams

July 2005-December 2006 **Diablo de Oro International Film Festival** – *Producer* **Bolivia**

- Planned and produced an international film festival. Exhibited strong leadership, planning, administration, marketing, fundraising, and creative vision
- Built and coordinated a successful team in different cities and countries for a worldwide audience
- Designed marketing strategies, including newspaper, radio, television advertising, and other promotional materials
- Successfully managed the public relations of the festival, including partnerships with companies, other film festivals, producers, artists, and the general public
- Produced and co-directed multiple exhibitions to promote the festival, including a week-long event showcasing the award-winning films from the festival

July 2004-July 2005 **La Fábrica International Film School** – *Part-time Producer* **Bolivia**

- Produced and designed different company projects involving new TV shows and commercials
- Designed a marketing strategy for a countrywide event to introduce the company into new markets and cities, including a market analysis and a public relations follow-up

January 1998-January 2003 **“Famali” Travel Agency** – *Assistant* **Bolivia**

- Apprentice position in family business.
- Learned/performed tasks in marketing, customer service, business writing, administration, and computer skills
- Familiar with basic accounting, management, and tour operations
- Frequently helped with graphic design for company promotions and Power Point presentations

Education:

The George Washington University , Washington, D.C.	2010
Bachelor of Arts in Communication – <i>Cum Laude, Communication Honors</i>	
Fine Arts minor	
International Film School “La Fábrica,” Bolivia	2005
Film Certificate – Direction and Production	

Skills:

- Bilingual in Spanish and English. Speaking capabilities in Italian and German
- Comfortable and competent with PC, Mac OS, Safari, Microsoft Office, Photoshop, Illustrator, Dreamweaver, Final Cut Pro, After Effects, and social networking sites
- Utilized Joomla, Wordpress, Facebook, Twitter, LinkedIn, HootSuite, and TweetDeck for growing social media audiences
- Experience using Project Management tools, techniques, and best practices
- Meticulous attention to detail and organization
- Excellent typing skills, as well as experience with office phones, faxes, copiers, scanners, and printers

Honors, Awards and Associations:

- Lambda Pi Eta, National Communication Association Honor Society
- Golden Key International Honor Society
- Published Thesis on Visual Rhetoric at DePauw University Undergraduate Honors Conference Program 2010
- Phi Theta Kappa Honor Society
- Project Management Institute (PMI)