

Selected Professional Experience

Freelance Documentary Production

New York, NY (May 2019 - Present)

- **Archival Producer, *What the River Knows* (2025):** Led archival research, licensing, and mastering for 30' documentary film. Wrote and negotiated 20+ licenses and legal clearances. Tracked down copyright holders and costs for 400+ audiovisual assets. Designed agile remote workflow for Directors and Editor.
- **Office PA, HBO - *The Janes* (2022):** Managed database of 1000+ digital assets on tight deadline for feature documentary. Wrote licensing & mastering agreements. Provided cost breakdowns, research, and external communications for Producers.
- **Office PA, Hulu (2022):** Assisted Lead Editor and Producers by editing audio in Adobe Premiere Pro for nonfiction series pilot.
- **Post-PA, Discovery+ - *The Men Who Sold the World Cup* (2021):** Transcribed interviews & archival footage for documentary miniseries.
- **Production Intern, HBO - *The Crime of the Century* (2020):** Researched subjects, locations, and breaking news on documentary film. Investigated characters and developed story line. Coordinated travel for team of Producers
- **Production Intern, PBS - *Love & Stuff* (2020):** Gathered & transcribed footage, edited trailers for feature documentary.

Milojo Productions

New York, NY (Dec 2022 – May 2023)

Executive Assistant: Coordinated pitches & meetings for slate of 40+ active projects at Kelly Ripa & Mark Consuelos' production company. Ran phones and day-to-day office operations. Liaised with networks, talent, and execs to schedule meetings & deliver materials. Managed calendars for 4 executives.

The Federalist, Columbia's Satire Paper

New York, NY (Sep 2016 – May 2020)

Managing Editor: Conducted publishing and distribution of Columbia's most widely read student publication. Led weekly meetings of 50+ students, including pitch meetings and story revisions. Selected submissions for publication. Wrote articles for online and print.

Jigsaw Productions

New York, NY (June 2019 – Jan 2020)

Development Intern: Researched & developed nonfiction films and series. Gathered breaking news & footage into compelling pitch decks. Scouted talent and intellectual property for documentary adaptation; wrote research summaries and coverage.

Columbia School of Social Work

New York, NY (Sep 2018 – Dec 2019)

Script Coordinator: Managed library of scripts for animated youth intervention program. Wrote and edited scripts. Communicated with lead Research Scientist and animators to ensure timely delivery of materials.

Sesame Street (Sesame Workshop)

New York, NY (Sep – Dec 2016)

International & Latin American Intern Worked closely with International Producers as copywriter and video editor for Sesame's "Girls Around the World" campaign. Translated scripts between Spanish and Portuguese; wrote copy and social media content in Spanish for Sesame's Latin American co-productions.

Education

Columbia University Class of 2020

Film and Media Studies

Dean's List:

Spring '17 – Spring '20

Universidad de La Habana

Spring 2019

Facultad de Artes y Letras

La Habana, Cuba

Awards & Honors

National Merit Scholar

Selected from a pool of 1.5 million students for academic achievement.

National Hispanic Recognition Program for Academic Excellence

2016

1st Prize in Documentary, Outstanding Entry in the Arts

Connecticut National History Day
2015

Audience Award Winner

What's Mine is Yours – Director, Editor
Long Distance Film Festival, 2021

Skills

- Portuguese (native speaker), Spanish (fluent)
- Intuit Quickbooks, MS Office, Google Suite, ArchiveOx
- Copyright law, Mastering and Licensing
- Schedule Management
- Client communication
- Budget & Contact Negotiations
- Excellent written & Verbal communication
- Live A/V Production
- Adobe Premiere Pro, After Effects, & Audition