

RKERO · 2021 - Present

LA TACO · SELF HELP GRAPHICS · SUNNY BOY · BOYLE HEIGHTS ARTS CONSERVATORY · BOYLE HEIGHTS YOUTH FEST

- Coordinating & scheduling interviews, misc. shoots
- Production & Camera assistant, Producer
- Graphics for content, title cards, lower thirds, etc.
- Brand identity & social media manager
- Event marketing promo: Metro Bus Ad, Billboard & Skateboard

GRAPHICS PRODUCER · 2025

PARAMOUNT - THE PERFECT LINE

- TV Graphics: Editing assets for CBS Electronics & digital output
- Detailed file, photo, sourcing & licensing management

GRAPHICS PRODUCER · HEAD ILLUSTRATOR · ART DEPARTMENT LEAD · 2013 - 2023

GAME SHOW NETWORK

- PRE-PRODUCTION: 2D animation, vector illustrations, photography & picture editing
- Staffing & managing graphics team + coordinating with showrunners & staff in various departments
- Creating a style guide from scratch or with direction from in-house design team
- Detailed file, photo, video & licensing management
- ON STAGE: Daily VTR & graphics support, content load-in & scheduling
- POST PRODUCTION: building or rebuilding requested assets & lower thirds

IDIOT TEST 1-3 · EMOGENIUS · BEST EVER TRIVIA SHOW · COMMON KNOWLEDGE 1-3 · PEOPLE PUZZLER 1, 3

SOCIAL MEDIA · GRAPHICS · PRODUCTION & EVENT COORDINATOR · PR ASSISTANT 2011 - 2022

VINTAGE KING AUDIO · HEADROOM · LOS GLOBOS · HEART TO HEART PARTNERS

- Marketing designs, formatting for web, photography & picture editing
- Invites in HTML with working links to RSVP forms for data collection
- Campaigns & acquiring leads for the sales team
- Proposals & agendas for events, press kits & press releases
- Industry mixers, product launches, conventions & expos
- Correspondence with vendors, manufacturers, media outlets & potential sponsors
- Coordinating & managing staff while hosting events
- Event payouts, budgets, petty cash, etc.
- Content for social media, blog postings, website & press

PROMO CONTENT SERVICES · UNIVERSAL MUSIC GROUP 2015 - 2016

- Secure & watermark files for clients in the music & film industry
- Provide administrative, creative & operational support to clients & partners
- Complex & fluctuating schedules, coordinating international calls & meetings
- Prioritizing executive accounts, calendars & follow-ups
- Creating releases at a heavy volume & for global deliveries
- Managing clients for timely approval to meet deadlines

EDUCATION & ADDITIONAL SKILLS

THE ART INSTITUTE LOS ANGELES

Graphic Design & Marketing

Graduation: 2010

BILINGUAL · Fluent in reading, writing & speaking Spanish

PROGRAMS · Photoshop, Illustrator, InDesign, After Effects, Premiere, Microsoft Office, Google Docs, File Maker Pro