

SUMMARY

Trilingual, creative and passionate Production Assistant with experience in content creation for branding, event planning, and project management.

EXPERIENCE

Social Media Coordinator - Freelance 2025

Libélula Books

Executed 3-5 social media campaigns to help promote Libélula Books and Bella's World content by creating visuals for their web and socials. Managed Libélula's social media calendar.

Animation Intern - Marketing and Communications Office • 2024-25

College for Creative Studies

Managed post-production compositing, video editing, and motion graphics designs for CCS Marketing Office, producing 1-2 social media reels per week. Collaborated with another animation intern to develop cohesive projects under tight deadlines.

Student Engagement Consultant • 2024-25

College for Creative Studies

Planned and executed 6-8 large scale campus-wide events throughout the academic school year while maintaining a highly organized workflow to communicate with various organizations within and outside of campus.

Student Engagement Assistant • 2023-24

College for Creative Studies

Served on the Student Activities Board to promote inclusive community engagement through 15-20 large and small scale events throughout the academic year. Provided front desk coverage to schedule meetings, order supplies, and other administrative duties.

EDUCATION

College for Creative Studies - BFA in Entertainment Arts with a Minor in Creative Writing
2025

SKILLS

- Project Management
- Resourceful
- Google Work Space
- Adobe Suite
- Microsoft 360
- Event Planning
- Dilligent
- Adaptable

LANGUAGES

- Spanish (Native)
- English (Fluent)
- Portuguese (Fluent)