

LAURA OSPINA



813.766.5087



lauraospina92@gmail.com



<http://lauraospina92.wix.com/portfolio>

Education »

FLAGLER COLLEGE May 2015
St. Augustine, Florida
Bachelor of Arts in Communication
Emphasis: Media Production
and Public Relations
Minor: Advertising

Skills »

Bilingual: English and Spanish
Working knowledge of: Final Cut
Pro, Final Cut 9, Pro Tools 10,
Adobe Creative Suite: Premiere,
Photoshop, InDesign, Illustrator,
Audacity, SAWStudio, AVID,
Microsoft Office Suite, various
Social Media Platforms,
Webvantage, Basecamp,
EZOfficeInventory.

Activities/Associations »

Society of Professional
Journalism 2014
Resident Advisor 2013 - 2014
Flagler College Tennis Team
2011 - 2012

Experience »

LAURA OSPINA PRODUCTION Brooklyn, NY
Production Assistant » June 2015 – Present

Production Assistant/Editor for different production companies assisting
with equipment set up, lightning, set atmosphere and selection of shots
ranging from sport events to documentaries to TV commercials.

CYCLEHERE MEDIA St. Augustine, FL
Production Intern » January 2015 – June 2015

FLAGLER COLLEGE TELEVISION (FCTV) St. Augustine, FL
Production Intern » September 2014 – June 2015

ATHLETIC DEPARTMENT

- » Produced fun and engaging videos to be aired online during live
athletics games broadcast and social media outlets (Facebook,
YouTube and Instagram)
- » Served as Technical Director, Graphics Manager and Camera
Operator for live games
- » Arranged and configured cameras, cables and lighting, and set-up-
duties for broadcast

TV STUDIO

- » Technical Director of FCTV Newscenter
- » Set up unique lighting for different videos, worked the technical
board, and helped with the teleprompter

EQUIPMENT ROOM

- » Used EZOfficeInventory to check-in and -out video equipment,
and helped on any technical problems

ANCIENT CITY STORIES (CW17)

- » Wrote scripts for introductory and ending video stories, and held
talent try-outs for season anchors

THOMASARTS New York, NY
Account Management Intern » May 2014 – August 2014

- » Created project briefs and invoices, updated SOWs, took notes for
conference reports, uploaded documents into the server and FTP sites
- » Used Basecamp to update weekly calendar of events for EmblemHealth
- » Ensured weekly newspaper ads for EmblemHealth community
marketing program were active while tracking their PR value
- » Gathered images for campaign concepts with creative team
- » Recommended video editing changes to the interactive content
producer of CRC Media

continue »

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Experience (continued) »

TENNIS CHANNEL St. Augustine, FL

Camera Operator and Main Editor » April 2014 (Freelance)

CROSS MEDIAWORKS COMPANY Jacksonville, FL

Production Assistant » April 2014 (Freelance)

ICONIC INNOVATIONS MEDIA GROUP Jacksonville, FL

Production Assistant and Prompter Operator » March 2013
(Freelance)

» Translated scripts from English to Spanish

» Assisted calling out shots for talents

» Operated the teleprompter

WFCF 88.5 FLAGLER COLLEGE RADIO St. Augustine, FL

Production Director » August 2012 – May 2013

» Recorded and edited announcements and shows, including the
Kaleidoscope Arts and Entertainment Program

» Organized edited shows into SAWStudio when ready to be aired