



mezzymezz@yahoo.com

310.400.4826



Digital Media Communications Expert with strong emphasis in program management, video narratives, team growing, content planning, strategy and execution. Critical thinker, visionary. Bi-Lingual, Multi-Cultural.

COMMUNICATIONS PROGRAM MANAGER 9/15-current

DRISCOLL'S, Watsonville CA

Oversee communication project plans from creation, implementation, to post-operative for continual improvement. Develop and manage processes that allow a fluid gathering, composing, editing, and posting of internal corporate communications materials through all communications channels including emails, intranet copy, presentations, mailers, manager toolkits, social media-style and video content. Create content for Driscoll's diverse audiences (access to technology, language, culture, business unit/region, employee group) for publication in various channels. Actively build and reinforce global relationships and collaboration. Gather and generate multimedia content for global communication channels. Produce and manage graphic/visual content and design. Identify creative opportunities and solutions for management to communicate with internal audiences. Develop training material and perform live training to employees companywide related to management and administration of various communication programs, platforms, and tools.

PROGRAM MANAGER 11/13- 8/15

YOUTH NOW, Watsonville CA

Integrated program directives over Learning Center Coordinator and Sports & Recreation Director. Purchased and acquired supplemental and provisional material for client support. Developed strategic and operational plans for work groups, managing work-flow, and measuring results. Prepared, communicated and educated client groups and internal teams on key messages and communications strategies. Collaborated with specialist teams and cross-functional teams to ensure clients organizational needs are met and to develop strategic programming. Prepared and executed product presentations to interested client groups.

HUMAN RESOURCES SPECIALIST 11/12- 8/13

V's DEMOLITION, INC., Santa Cruz CA

Scheduling project managers, contractors and field staff. Cultivated working relationships among existing customers, contractors and sub-contractors while developing new potential markets. Field employee advocate, inter-employee relations, labor management, leadership development. Recruiting/Hiring/Training, Field Staff Management. Provided consultation and support to managers on employee-relations issues and applicable company policies and employment laws.

PROGRAM MANAGER 3/07- 7/10

MEDIA CITY CHURCH, Burbank CA

Lead communication strategies for internal employees. Supervised internal employees' weekly and monthly service programming. Managed multiple team members' performances based on availability and skill set. Budgetary planning, strategy and execution with Sr. Director, Finance Director and board members. Interfaced with community liaisons for local community outreach events.

VIDEO EDITOR & POST PRODUCTION COORDINATOR 8/02- 2/07

HGTV; Animal Planet; NatGeo; FX; 20th Century Fox TV; ABC, Los Angeles CA

Created promotional string-outs for senior picture editors. Worked closely with post-production coordinators and studio/network entities. Created and maintained post-production schedules, distributions, credits, etc.

Education: B.A., Inter-Cultural Studies 1999, Vanguard University, Costa Mesa CA

Languages: SPANISH (fluent); FRENCH (intermediate)

Software: FinalCutPro, MAC/PC proficient; MSSuite, Google (docs, drive, etc.), Adobe CS (Premiere, Illustrator, Photoshop), WordPress.