

Ana Pichardo

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Summary

MFA Candidate with 5 years of experience in film production management, 2 years of services as Teaching Artist for the Tribeca Film Institute and expertise in community outreach and program coordination

Experience

Production Manager, Dominican Film Festival, New York, NY June 2013 – Present

- Provided administrative support to producer such as arrange meetings, book production and catering services, as needed for staff and volunteers. Manage travel accommodations for international artist traveling to and from the festival.
- Maintain rapport with key stakeholders from the Dominican Diaspora, international executives, filmmakers and follow up on their participation in the festival.
- Supervised 10 Staff and 30 volunteers during the film festival and arranged meetings, book production and catering services
- Assisted with logistics each night of the festival to ensure after party and dinners were prepared for filmmakers and sponsors.
- Ensured that production runs to schedule communicating with production team and providing reports to the Executive Producer
- Supervising sponsor in house donation to be displayed both in the theaters and After parties.
- Prepare social media marketing through facebook, instagram, eventbrite and Robly.

Teaching Artist, Tribeca Film Institute, New York, NY October 2015 – June 2017

- Use a hands-on approach to integrate film viewing and filmmaking into the learning of academic subjects.
- Develop hands-on curriculum in alignment with the Blueprint for the Teaching and Learning of the Arts: The Moving Image and Tribeca Film Institute's guidelines.
- Manage residency assessment through pre- and post-workshop surveys; wrap reports and documentation of student participation and growth.
- Work in collaboration with staff from Tribeca Film Institute to reach and measure program outcomes

Community Coordinator, El Barrio Children's Film Festival, New York, NY December 2013 - December 2015

- Served as liaison between the film festival, community based organization, and local schools.
- Coordinated and plan outreach programs in the local community based organizations.
- Developed relationship and interest by engaging local community organization, schools, and parent participation in the film festival.
- Promoted film festival via social media in order to bring awareness to the free public event in the East Harlem community.

Community Outreach Coordinator, KidCinemaFilmFest Film Festival, New York, NY October 2013 - December 2017

- Maintain ongoing contact with Community based organizations that provides services to children's enrichment.
- Conducted site visits to local schools and community organizations in order to promote the film festival and increase attendance.
- Developed an outreach plan and scheduled participating schools to attend event.

Media Program Coordinator, Museum of African Diaspora, San Francisco, CA 2012

- Designed art workshops and delivered lectures for use in the MOAD youth media program.
- Coordinated art and graduation event for high school interns.
- Outreached to various community programs and built relationships in order to create engagement and provide services for MOAD youth media program

Education

Academy of Art University, San Francisco, CA
Master of Fine Arts in Motion Pictures and
Television

Anticipated 2019

Hobart and William Smith Colleges,
Geneva, NY Bachelor of Arts degree in
Communication
Minor: Spanish and Hispanic studies

2008

Skills

Computer: Proficient in Microsoft office. Final Cut, IMovie, Adobe Premiere, Movie Magic budgeting and scheduling.
IBM, Apple computers.
Language: Fluent in Spanish, speaking, writing and reading. Beginning French

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47 Linn Avenue

Yonkers, NY 10705

Dear Michelle Byrd,

Upon review of your position as a Membership and Information Systems, PGA East, I felt compelled to submit my resume for your review. With my professional experience in media / production assistant roles—as well as my talents in creative project coordination and team collaboration—I would significantly benefit.

From tracking budgets and liaising with cross-functional teams to providing comprehensive administrative support while excelling within team environments, my background has prepared me to excel in this role. With an inherent passion for and growing expertise in media production and coordination, my communication and organization capabilities position me to thrive in this challenging and creative position.

Highlights of my background include...

- Strong communication skills with the ability to commute with various types of people despite class, race, gender, cultural or racial background.
- Performing a wide range of support tasks in the Museum of African Diaspora and the Dominican Film Festival—including clerical assistance, catering, A/V, scheduling, and intern/ volunteer supervision—on various video productions.
- Managed all scheduling for the volunteers' members on a daily basis.
- Providing comprehensive coordination and support; overseeing projects, meeting standards and deliverables, and assisting Executive producer general operations to ensure smooth and seamless productions on a daily basis.
- Utilizing solid time management, interpersonal, and problem-solving skills to generate maximum efficiency and first-rate quality.

With my experience in media production and support, coupled with my enthusiasm and dedication to achieving success, I could swiftly surpass your expectations for this role. I look forward to discussing the position in detail. Thank you for your consideration.

Sincerely,

Ana Pichardo