

EXPERIENCE

COORDINATOR

NBCUniversal Telemundo Enterprises

06/2019 – Present

EXPERIENCE

Miami, FL

- Support Senior Vice President on all high level communications across Telemundo, and administrative tasks including all record keeping for the department.
- Developed and maintained web presence for Telemundo's corporate social responsibility initiatives: El Poder En Ti, Telemundo Academy, and Nuestros Negocios.
- Lead and oversaw client seating and distribution of credentials for the NBC News / MSNBC / Telemundo 2019 Democratic Presidential Debates.
- Interviewed and retrieved talent testimonials from artists such as Beck G., on importance of getting out to vote and filling out the 2020 census at the 2019 Latin AMAs.
- Manage all CSR related client and vendor relationships including payment and donations, registering vendors, and working closely with the finance and accounts payable departments.

EAST COAST PAGE

NBCUniversal Telemundo Enterprises

05/2018 – 06/2019

ASSIGNMENTS

New York, NY

- ADMIN PAGE: Aided in scheduling over 80 pages for tours, audience services, and organized panel interviews for over 70 potential new candidates.
- COORDINATOR - SOCIAL MEDIA COMMITTEE: Maintained cohesive marketing branding for the program across three social media platforms (Facebook, Instagram, and Twitter), in addition to coordinating and facilitating all internal communication.
- CORPORATE EVENTS: Executed corporate event planning from venue selection, to drafting contracts for events including E! People's Choice Awards, and Telemundo's Latin American Music Awards.
- TODAY SHOW: Pitched stories, conducted research and assisted in producing live segments for third hour of TODAY show. Assisted and directed talent and guests through pre-production and production process.
- TELEMUNDO: Worked with different teams on industry wide initiatives and projects including the Hazte Contar campaign, NBCUnites Service Week, and the Premios Billboards to ensure their success from planning through execution.

BUSINESS DEVELOPMENT & DIGITAL STRATEGY INTERN

BLOOMBERG L.P.

05/2017 – 08/2017

EXPERIENCE

New York, NY

- Conducted competitive analysis of 15 competitor companies to formulate competitive strategy.
- Analyzed contractual work for over 5 partner companies to secure spirit of agreement and avoid substantial gaps.

EDUCATION

FULL STACK FLEX CODING BOOTCAMP PROGRAM

UNIVERSITY OF MIAMI

03/2021 – 08/2021

MASTER OF INTERNATIONAL BUSINESS

UNIVERSITY OF FLORIDA

08/2018 – 08/2020

STUDY ABROAD

- GLOBAL IMMERSION TRIP: CROATIA/ SLOVENIA

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

UNIVERSITY OF FLORIDA

08/2014 – 05/2018

MINOR

- MASS COMMUNICATION

SKILLS

FLUENT IN SPANISH

PROGRAMMING / CODING

HTML, CSS

SOCIAL MEDIA MARKETING

FACEBOOK, INSTAGRAM, TWITTER

LEGEND/BENTO

PUBLISH CONTENT ONTO NBC/TELEMUNDO.COM

MICROSOFT OFFICE 365

OUTLOOK, EXCEL, WORD, POWERPOINT, SHAREPOINT, TEAMS, ISHARE

VOLUNTEER

UNIVERSITY OF FLORIDA - ASSOCIATION OF HISPANIC ALUMNI (06/2019 – 06/2021)

EXECUTIVE BOARD MEMBER - TREASURER

ACHIEVEMENTS

GOING THE EXTRA MILE AWARD - GEM (01/2020 / 01/2021)

NBCUNIVERSAL TELEMUNDO ENTERPRISES, NOMINATED BY CHRISTINA KOLBJORSEN - SVP

HALL OF FAME INDUCTEE (04/2018)

UNIVERSITY OF FLORIDA, DEPT. OF STUDENT AFFAIRS

FLORIDA BLUE KEY HONOR SOCIETY INDUCTEE (04/2018)

UNIVERSITY OF FLORIDA

STEPHEN K. NENNO INSPIRATIONAL FELLOW AWARD (08/2017)

INTERNATIONAL RADIO AND TELEVISION SOCIETY