

# Cariña Yaya Moreno

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## SKILLS

Time Management  
Project Management  
Resource Management

Team Leadership  
Communication  
Flexibility/Adaptability

Attention to Detail  
Microsoft Office Suite  
Google G-Suite

## EXPERIENCE

### Disney Streaming Services

September 2016 - Present

*Senior Media Operations Coordinator*

- Contributed to the launch/execution of services for multiple partners: (Disney+, ESPN+, UFC, HULU, FoxSports GO, Playstation Vue)
- Performed crisis management / triage in time-sensitive, live-streaming environment
- Prioritized high profile events and assigned appropriate resources
- Monitored metrics and alert systems for health of streaming environment
- Ensured programming schedule accuracy and confirmed payload updates
- End-to-end management of live and VOD assets
- Communicated externally with partners and internally with developers and engineers
- Researched and mastered new technology and tools daily
- Trained and managed assistants for quality assurance, efficiency, and troubleshooting
- Reconciled monthly tickets to ensure uptime accuracy and partner accountability
- Updated and maintained multi-department calendar

### Silvercar, Inc.

June 2014 – February 2016

*Fleet Lead*

- Managed fleet for SF location and kept minimum 98% active inventory month to month
- Managed maintenance, damage, and insurance claims for multiple locations
- Balanced budget and expenses to maintain profitability
- Installed proprietary technology in 100+ vehicles, test and ensure working order
- Built relationships with businesses and contractors to get cars repaired in a timely and cost-effective manner
- Coached users on company software to enable smooth handling and return of product
- Resolved customer complaints and grievances

## EDUCATION

### City College of San Francisco

*Broadcast Electronic Media Arts*

2015-2017

- Certificate of Accomplishment in Sound Design – 2016
- Certificate of Accomplishment in Sound Recording – 2016
- Certificate of Accomplishment in Live Sound – 2017
- Notable Courses: Field Video Production, Audio Production, Digital Media Skills