



YSABELLA BAEZ

| 407.350.0618 | ysabaezz@gmail.com | West Palm Beach, Florida | <http://www.linkedin.com/in/ysabellabaez/> | https://ysabaez.github.io/Film_Portfolio/ |

EDUCATION

UNIVERSITY OF CENTRAL FLORIDA

Orlando, Florida

BS Film Production | Minor Terrorism Studies

GPA: 3.6

May 2025

- Activities and societies: The National Society of Leadership and Success (NSLS)

CERTIFICATIONS:

Adobe Photoshop CS6

Microsoft Excel, PowerPoint & Word Specialist

EXPERIENCE

O'KEEFE MEDIA GROUP

West Palm Beach, Florida

Marketing & Communications Specialist

May 2024 – Current

- Supported senior staff in organizing and executing corporate events and public relations campaign
- Produced high-quality content and optimized videos with titles, thumbnails, and SEO, boosting unique viewers by 85%
- Drove an 185% subscriber growth and 101% higher watch time over 3 months via content scheduling and public engagement

O'KEEFE MEDIA GROUP

West Palm Beach, Florida

Production Assistant

May 2024 – Current

- Edited podcasts, reels, and visuals with strategic content curation, contributing to 1.4M+ views monthly
- Troubleshooted and resolved minor on-set issues, such as equipment malfunctions or scheduling conflicts, to prevent delays
- Supported daily on-set operations, including equipment setup and breakdown, to ensure efficient workflow for a crew of 4+
- Assisted with production paperwork distribution and research to support story development and accurate reporting

AMPED FITNESS

Orlando, Florida

Front Desk Associate

November 2024 – May 2025

- Kept members informed of policy and schedule changes, ensuring smooth operations
- Strengthened member relationships through friendly and consistent communication
- Ran errands and handled last-minute requests, demonstrating a proactive and adaptable approach to problem-solving

ADT

Orlando, Florida

Sales Consultant

August 2023 – October 2023

- Translated product features into tangible benefits, helping customers understand the value in a clear and compelling way
- Listened to customer concerns to effectively handle objections, providing confident, tailored solutions to close sales
- Developed strategies that fostered customer loyalty and positive brand perception

PROJECTS

"A Story" Short Film

Orlando, Florida

Director & Producer

Jan 2025

- Designed visually compelling shot compositions to enhance storytelling.
- Oversaw post-production in **Adobe Premiere Pro**, refining color and sound for high-quality output
- Produced and directed a short film, leading all aspects from concept to final cut

"Sound Recording Tutorial Video"

Orlando, Florida

Off Cam Boom Operator

May 2024

- Operated boom mic and audio equipment, ensuring high-quality sound capture
- Worked with the camera team to support clear audio without interfering with shots
- Edited tutorial video using **Filmora**, enhancing audio clarity and overall presentation quality

Departure

Orlando, Florida

Director, FA Cam, Casting Director

May 2024

- Assisted in shot logging, continuity tracking, and footage organization
- Communicated with the cinematographer to ensure efficient shot execution
- Maintained a detailed shot list and notes for the post-production team

SKILLS

Software: Adobe Photoshop · Adobe Premiere Pro · Adobe Lightroom · PowerPoint · Word · Excel · Slides · Docs · Sheets · Video editing · Research · Photography

Languages: English – Fluent · Spanish – Native