

Diandra Garcia

E-Mail: DiandraGarcia90@Gmail.com Phone: 718-844-9512

PROFILE

Media content creator, publishing editor, online editor & publications assistant. Consistently adding style & value to projects & production teams. In pursuit of a position with a media entity that demonstrates a desire to innovate in the fluid & exciting digital times we communicate in.

EDUCATION: *Graduated Summa Cum Laude 3.9 GPA - Dean's List 12 semesters*

Pace University- Dyson School of Arts & Sciences, *M.S. Publishing*

Pace University- Pforzheimer Honors College, *B.A. Communication Arts & Journalism, Philosophy*

TECHNICAL SKILLS: Final Cut Pro & InDesign, MS Office, Word, Excel, Access, PowerPoint & Outlook

Typing speed 95 wpm, Camera & audio operations, On-air talent & segment production.

KEY ATTRIBUTES

Bilingual, English & Spanish * Strong Passion for Publishing * American Sign Language * Strong Researcher

Positive demeanor with meaningful & engaging interaction * Internet savvy & quick learner

Administrative Assistant 3+ years * Competitive & Goal Driven

EXPERIENCE

Executive Assistant to the VP of Facilities: HBO Studio, New York, New York 11/2013 – Present

Serves HBO Studio project management – supporting celebrity guests, Emmy award winning producers, editors & industry professionals for routine visits in broadcast & distribution.

- Coordinates over **100** Facility office vendors daily; assists in supervising routine requisitions & Certificates of Liability Insurance - ensuring that all meet company financial/legal requirements.
- Maintains accurate data records for assigned projects across multiple software database repositories & applications, such as **Financial Finesse** - diligently assisting over 5 Facility Engineers, the Maintenance & Editorial/Production teams as needed.
- Fields & monitors an average of **150** telephone calls daily for executives.

Experience continued

Program Content Associate: HBO Latin America, Sunrise, Florida 09/2011 - 05/2013

Task managed content for international television broadcasts in the fast-paced media world.

- **Supervised quality control** on Latin American promos & commercials for *Sony Entertainment Television, AXN, & Sony Spin* programming.
- **Content management:** provided the customization of programming subtitling, time logging & On-Air grids.
- Mastered FTP, server, network transfers & exports for **Final Cut** edits.

Production Coordinator: New Face Media Production, Bronx, New York 01/2011 - 08/2011

Worked with diverse talent in the department production department of television.

- **Created** original content for the *Man Banter Show* & BronxNet TV's Open Friday Show.
- Performed: **story boarding, script writing, shooting & line producing.**
- Produced promos & commercials on location in & around New York City.
- Edited footage & finalized show run times for all tapings.
- Interacted with all talent, production crew & staff - encouraging a collaborative artistic unit.

Copy & Opinion Editor: Pace Chronicle Newspaper, Pleasantville, New York 01/2008 - 05/2011

Contributed superior research & reporting skill set to represent the voice of the student body.

- **Managed** 15 section writers / editors: executed strict deadlines .
- **Editing:** Corrected all typographical & mechanical errors before final publication.
- Upheld a high degree of attentiveness with respect to article form, length, content & accuracy.
- Served as a frontline reporter, interviewing students, faculty, community members, alumni & political figures.
- **Inspired** the student body through interactive reporting & served as the voice for campus issues.

Editorial Assistant: Westchester Magazine, Elmsford, New York 09/2009 - 12/2009

Provided elite editing & writing contributions to a New York magazine publication.

- Closely fact-checked & proofread article pieces with a perceptive eye for detail.
- Wrote impactful pieces for print & web through effective research & a passion for the story.
- Collaborated with the art & marketing departments to create the complete product for print & web imaging.

Publishing Assistant: Virtual Sage Publishing, Ft. Lauderdale, Florida 09/2005 - 05/2006

Brought forth versatility & accuracy to a publishing industry assignment.

- Performed copyediting on the online curriculum courses that agency created.
- Web support; assisted & assured that website was set up with appropriate applications.

Accomplishments & Partnerships

- Graduated Summa Cum Laude, Dean's List 12 semesters with a 3.9 GPA in a competitive arts program.
- Herbert Schnall Times Mirror Scholarship, Brodeur Family Endowment Scholarship, Pforzheimer Honors College Exemplary Scholarship Award, Media Communications & Visual Arts Award.
- Pace University National Honor Society (Alpha Chi), Communications Honor Society (Lambda Pi Eta) & National Transfer Honor Society (Tau Sigma).
- **Current: Education Counselor/Tutor for High School Equivalency Exam at the DOE FUND, INC. 2014.**
- Pace University Philosophy Department, 2011, Teaching Assistant.
- Alternative Spring Break 2011, Fight Against Poverty in conjunction with Ready, Willing & Able Organization.
- Habitat for Humanity, fall 2010, public relations, promotions, & sales. Outreached vendors & donors.