



SARA ESTHER MENÉNDEZ CRUZ

DIRECTOR | EDITOR | PRODUCER | CONTENT CREATOR

EXECUTIVE SUMMARY

I am a content creator hard-working graduate student with desire and enthusiasm to further develop my skills in the industry of event, video and film productions. Willing to exercise useful communication and collaboration skills acquired during college and self-made productions. Strong interpersonal skills enhanced by taking part in musicals, short films and theatre activities. Willing to contribute and acquire experience through any given task and ready to provide full effort and commitment. Looking for a position that requires a dedicated, fast-learner, team player and creative collaborator, who contributes in the development of different projects.

MAIN INTERESTS & ABILITIES

- Visual Arts
- Photography
- Filmmaking
- Tourism
- Sports
- Music Videos
- Social Media
- Fluent in English and Spanish. Basic knowledge in French
- 3 years experience using Adobe Premiere Pro & Final Cut Pro
- 3 years experience using Final Draft
- 7+ years of experience in computer literate (Word, Power Point, Outlook, Internet Explorer and Google)

PERSONAL PROJECTS

Photoshoots

- Boss In Every Court: Women in sports
- Personal Man Shoot
- Activewear Line Shoot
- Quarantined Shoot

Filmmaking

- Editing and directing advertising videos for a clothes collection drop & alliance for school dropouts
- Screenwriting & directing short film about women abuse, deaf community, sport and Puerto Rico.
- Editing birthday and anniversary videos
- Art & editing department in a short silent film about alcoholism and a documentary.

CONTACT ME AT

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Winter Park, FL 32972

ACADEMIC HISTORY

Full Sail University

Film Production MFA | Expected Graduation March 2023

Universidad del Sagrado Corazón

Bachelor's Degree in Digital Film Production | Graduated December 2021

EMPLOYMENT HISTORY

Short Film Producer

Pill by Sun Set Prod. | April 2022

- Did all the documentation needed from the location, crew and actors
- Help finding and providing filming locations
- Organized casting and contacted actors
- Planned filming days
- Collaborated and worked closely with Director and DP

Video Editor

Roundtable.io | November 2021 - January 2022

- Attended to sets and interviews
- Assembled raw footage and transferring or uploading to a computer
- Followed a script, screenplay or outline
- Inputting sound to enhance footage, which may include selecting music and writing voice-overs
- Inputting graphics to enhance footage
- Digitally splicing film and video and synchronizing them into one rough cut file
- Improving and correcting lighting, coloring and faulty footage
- Worked closely with directors to present a final product that matches his or her vision

Documentary Producer & Editor

Vosny Productions | October 2021 - December 2021

- Help locating the best school and community to film
- Talked with the people who were going to be interviewed
- Planned filming days
- Reviewed, cut & assembled raw footage ensuring that client's vision was fully met
- Collaborated and worked closely with Director

Front Desk Receptionist

LIV Fitness Club Condado | April 2021 - November 2021

- Responds to guest inquiries and requests in a timely, friendly, and efficient manner
- Maintained a record of all guests and members coming to the gym
- Handled all incoming calls and answered the enquiries made
- Assisted the Duty Manager in maintaining the gym
- Administered the payments made by the members
- Coordinated all booking of classes schedules, training and orientation
- Sale memberships to new clients

Content Creator for Instagram and LinkedIn

Fitverz Marketing Department | December 2020 - March 2021

- Works closely with the creative director
- Participates in workshops weekly
- Revises digital content
- Creating content for social media posts and stories
- Writing LinkedIn Blogs
- Research about Fitness & Wellbeing