

Adriana Gaxiola Loustaunau

Producer

Ario #9 int. 1 Col. Roma Sur 06760
MEXICO CITY
26 years old
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Experience

ARCA.TV (TELEVISA S.A. de C.V.)

November 2014 – December 2016

Production Coordinator

- Production Coordinator in the Audiovisual Production Department for TV and Web.
- Project Manager for on-going original productions and advertising content.
- Management and administration of staff.
- Comercialization and branding for TV and Web.
- Logistics and organization of events.
- Audiovisual Production Coordinator TagCdMx Festival.
- Drafting and generation of content, schedules, production plans.
- Preparation of administrative contracts and agreements
- Follow – up of special projects and collaborations with other media partners.
- Public relations with media partners and TV associates such as Televisa.

BEO WORLD

September 2014 – October 2014

Sales Assistant

- Public relations with clients.
- Development of effective sales technics in the education and travel programs of BEO WORLD.
- Collaboration in the execution of programs to improve the sales network.
- Analysis of future trends, predicting its consequences in the process of sale and reporting of results.
- Manual start-up and corporate identity development.

ZAMORA FILMS

May 2013 – May 2014

Production Assistant

- Production assistant for the feature film « Los Muertos » directed by Santiago Mohar.
- Promotion and advertising for digital and massive media.
- Programming and distribution of feature films in Cinema.
- Administration of social networks.

Education

FLORENCE ACADEMY OF ARTS– Campus Mexico City

Summer 2014

Post Graduate Diploma in Philosophy and Cinema

ANAHUAC UNIVERSITY MEXICO CITY- North Campus

2010-2014

Bachelor in Communications

Pre specialty in Cinema and Media Production

IRISH INSTITUTE HERMOSILLO

2006-2009

High School

** Second best average*

Skills and Competences

- Adobe Photoshop
- Adobe Illustrator
- Adobe Premiere
- Microsoft Office
- Project Managing Tools
- Goal Oriented
- Attention on details
- Critical thinking
- Leadership
- Creativity
- Time Management

Interests

- Media Production
- Cinema
- Television
- Events
- Public Relations
- Advertising
- Cultural management
- Festival coordination
- Cultural journalism
- Photography
- Community Management
- Administration