



JAIME GONZALEZ-LUNA S.

BUSINESS DEVELOPMENT/CUSTOMER SERVICE

Experience

JC Snacks Inc., Assistant Manager/Business Development, 12/2017 – 06/2018

- Recuperated two large clients worth \$3-4k/month each that had been previously lost by the company.
- Assisted in marketing and branding for several old and new products.
- Assisted in international shipping between Mexico - USA to meet strict client deadlines.
- Worked directly with CEO to go over client strategies, marketing execution and overall company goals.

AMC Fear the Walking Dead, Production Assistant, 11/2016 to 9/2017

- Relied on heavily by Producers, Department Heads and Coordinators to source local intel, obscure items and vendors.
- Facilitated communications between English speaking producers and Spanish speaking vendors.
- Managed and organized conference meetings and international calls with top level producers from AMC.
- Organized and managed special events with cast and crew such as: table reads, production meetings and special events as indicated by cast and producers.

APEX Entertainment Chappaquiddick, Production Assistant, 10/2016 to 11/2016

- Relied on heavily by Unit Production Manager and Production Coordinator to source local intel and obscure items.
- In charge of creating crew list and keeping it up to date with over 200 crew members' information.
- In charge of distributing crew contracts and getting them signed and delivered on a strict deadline.

Skills

Bilingual | Administrative Leadership | Organizational Skills | Design Aesthetic & Media

Education

San José State University, BA Design Studies