

JIMENA L. CARIAS

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EXPERIENCE

Lou Reda Productions

January 2017 - Present

Production Assistant

- Research analyst for the development process.
- Pitch ideas to the development department.
- Coordinate research interns and assist with their evaluations.
- Manage phone calls to production companies.
- Research production companies and contact them to present fully developed series.
- Screen material.
- Participate in film shootings, example: Phillipsburg (2017), David Rubenstein series at the New York Historical Society with Tom Brokaw (2018).
- Log information to the company's database using FileMaker Pro.
- Archive and organize film.
- Transfer film.

Twin Rivers Dance Academy

October 2017 - June 2018

Web and Social Media Assistant

- Update social media platforms.
- Transfer their official website to a Wordpress platform, design website and upload information.
- Create content for marketing material.
- Create articles for their website.
- Participate in marketing meetings.

DanChurchAid

September 2013 - May 2016

Communication Officer

- Create a Communication Plan parallel to the Communication Strategy given by headquarters.
- Work as a liaison between Denmark's newsroom and Central America partners.
- Coordinate with the Active Citizenship Officer, Right to Food Officer, Humanitarian Assistance Officer that all active projects had a communication component with their respective budgets and ensure counterparts' compliance with communication and visibility activities.
- Strengthen counterparts' communications skills by performing in-country visits and reinforcing their organization's communication's strategy.
- Participate in disaster risk reduction activities and ensure partner's compliance with the European Civil Protection and Humanitarian Aid Operations (ECHO) visibility manual during the implementation in Honduras of the Disaster Preparedness ECHO Program (DIPECHO) VIII and IX.
- Implement the Humanitarian Accountability Partnership (HAP) among partners and DCA staff.
- Close cooperation with IBIS/Denmark Communication Officer in Guatemala, Nicaragua, and Honduras in connection with the joint implementation of the Danida human rights program component GESCCA.
- Cooperate with the ACT Alliance partners in Honduras.
- Write case stories, testimonials, produce one-minute informative videos, photo stories, and short documentaries.
- Supervise document's publications and translations.
- Coordinate Danish journalist's visits to the region.
- Responsible for DCA Honduras social media and website.

Infinity Media Films**November 2015 - April 2016***Assistant*

- Assist in the production of the beauty pageant for charity entitled “Queen of the Universe 2015”.
- Update of the Queen of the Universe website using Filezilla.
- Update information for the pageant’s Facebook site.
- Create artwork/designs related to the pageant.
- Script Coverage.

FOPRIDEH**January 2012 - August 2013***Communication Officer*

- Responsible for implementing the Branding and Visibility Strategy Plan for the project Decentralization Enabling Environment (DEE) financed by The United States Agency for International Development (USAID).
- Writing clear understandable content to be displayed in newsletters, brochures, videos, reports, spots, radio shows, and websites.
- Update social media and websites using WordPress and Joomla.
- Produce three local radio shows and a national radio show.
- Political lobbying with congressmen to advocate in favor of the Decentralization Law and Policy.
- Create partnerships to collaborate in favor of the decentralization process. The biggest partnership was with The United Nations Children’s Fund (UNICEF) and their young communicator’s network.
- Create the Honduran National Observatory for Decentralization.
- Supervised that the project’s content and activities were inclusive and with a gender perspective.

Vivafit LLC**August 2010 - November 2011***Public Relations Assistant/Instructor*

New Jersey, USA

- Organize fundraising events for Vivafit.
- Develop marketing campaigns.
- Manage social media and promote Vivafit products
- Define and implement best customer service practices to keep members happy and re enrolling.
- Participate in marketing meetings and developing branding strategies.

Don Juan Mex Grill**September 2016 - June 2017***Cashier/Costumer Service***Mariebelle New York****June 2010 - April 2011***Sales Representative*

EDUCATION

New York Film Academy – Los Angeles Campus**May 2016**

Master of Fine Arts in Screenwriting

Burbank, CA

New York Film Academy – New York Campus**August 2010**

One Year Certificate in Screenwriting

New York, NY

National Autonomous University of Honduras**September 2008**

Bachelor in Journalism

Tegucigalpa, Honduras

OTHER

Write and develop six Spanish videos on how to produce a short film. Available on YouTube <https://youtu.be/fBg0ax1EXZk> for the 2016 Bronx Film Festival.

Assistant Director in the play "The Effect of Gamma-rays on Man-in-the-Moon Marigolds", at the Producers Club.

Production Assistant in the short film "Strange Thing Happens".

Production Assistant in the short film "Hip Priest".

Produce 6 dance shows, two with written scripts, "Everything for Love" and Arabian Nights".

SKILLS

Flexible and adaptable writing style allowing me to edit from: advertising, to a news release and others.

A multi-tasker who is able to handle multiple assignments in parallel under tight deadlines.

Client friendly approach to continuously result in high levels of client satisfaction and repeat business.

Professional Dancer and Zumba Instructor.

Language: Native Language: Spanish, other languages: English C1 and French beginner

Computer: MS Office 97/2000/XP, Internet Explorer, Corel Draw, Adobe Premiere, Final Cut Pro, Avid, Movie Magic, File Maker, MIS, basic knowledge of Word Press, Joomla, Adobe Photoshop. Social Media Management.

Other: Second Place in the Hibuerras Award 2010 Genre "Screenplay for the realization of short fiction".