

AMBER RAMOS

CREATIVE PRODUCER, MULTIMEDIA COORDINATOR

CONTACT

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PORTFOLIO

www.ambermarieramos.com
www.vimeo.com/amberramos

EDUCATION

2016 - 2018

BFA Film & Television
Concentration in Creative
Producing

DePaul University
School of Computing and
Digital Media

GPA: 3.78

Magna Cum Laude

SKILLS

Programs
After Effects
Audiition
Avid
Cinema Cameras
Codecs
DSLRs
Final Draft
Illustrator
Lightroom
Media Encoder
Microsoft Office Suite
Movie Magic Scheduling
Movie Magic Budgeting
Photoshop
Premiere Pro
ProTools

Extracurricular
Phi Theta Kappa
Honors Society.
Talk Show & Music Host
at Radio DePaul.

EXPERIENCE

2019 - 2021 **Fox News Media | New York, NY**
Creative Marketing Coordinator, Executive Assistant

Assisted the Executive Vice President of Fox News Media Marketing/President of Fox Nation. Handled expense reporting, arranged travel accommodations, managed scheduling, assisted on a variety of projects such as marketing decks and development projects. Provided honest creative feedback on spots and videos when asked. Additionally, organized confidential information and worked closely with department executives on a daily basis. Experience with Slack, Dropbox, and Outlook.

2018 - 2019 **NBC Universal Media, LLC | Chicago, IL**
Production Assistant- Chicago P.D.

Assisted the assistant directors with daily tasks such as keeping eyes on 1st and 2nd team, handling lock ups, and directing traffic. Other responsibilities included escorting actors to and from set, corralling extras, and helping run various daily errands.

2018 - 2019 **Chicago Scene Magazine | Chicago, IL**
Creative Producer- Multimedia Content

Produced and coordinated multimedia for events and projects. Supervised events to ensure media coverage was optimal, as well as the post-production process following an event to ensure timely delivery of the final project. Recruited and collaborated with other team members such as camera operators, photographers, and editors. Worked alongside editorial team.

March 2019 -
June 2019 **Chicago Weight Loss and Wellness Clinic | Chicago, IL**
Freelance Producer, Editor, Videographer

Produced and scripted the marketing campaign for the clinic which included patient testimonials, informational content, and a promotional video. Heavily collaborated with the marketing team from the pre-production process through post-production to produce content that would resonate with potential clients. Shot, edited, and color corrected all videos to be shared on the website and across social media platforms.

Sept. 2018 -
Dec. 2018 **The Anti-Cruelty Society | Chicago, IL**
Commercial Producing Intern

Wrote and pitched commercial ideas to the marketing team and worked alongside of them to pin-point the shelter's content needs. Line produced during production of shoots and supervised the post-production process.

2016 - 2019 **Creative Work | Chicago, IL**

Creative Producer

Short Films-

Worthless (2019), Desolation (2018), The Woman with Ivory Gloves (2018), One Day at a Time (2016)