



ALEXANDRA QUINTERO

AUDIOVISUAL PRODUCER | PROJECT MANAGER

Results-driven audiovisual producer and marketing project manager skilled in streamlining production workflows, ensuring brand consistency, and optimizing multi-channel campaigns. Expert in problem-solving through efficient team coordination and creative strategy that meets client objectives.

CONTACT

- Bogotá, Colombia
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- [Portfolio](#)
- [LinkedIn Profile](#)

EDUCATION

Master of Arts in International Communication

Communication University of China
Beijing
Sept 2018 - Jul 2019

Bachelor of Arts in Mass Communications

Universidad Católica Andrés Bello
Caracas
March 2011 - June 2016

- Minor in Audiovisual Arts

SKILLS

- Creative Project Management
- Audiovisual Production
- Problem Solving
- Production Supervision
- Client Relations
- Content Localization & Translation
- Fluency in English and Spanish

SOFTWARE

- Microsoft Office Suite
- Adobe Premiere Pro
- Adobe Photoshop
- Management Platforms

WORK HISTORY

Audiovisual Producer (Project-Based)

Room4Media (Bogotá - Remote)

Sept 2024 - Dec 2024

- Oversaw audiovisual projects for global clients, ensuring brand consistency and creative alignment.
- Managed post-production quality control, ensuring high standards in video editing and sound mixing.
- Optimized budgets and resource allocation to deliver projects on time and within scope.
- Strengthened client relationships and streamlined workflows to enhance project efficiency.

Marketing Project Manager

Red 40 (Beijing - Remote)

Oct 2023 - Sept 2024

- Supervised social media content projects, ensuring seamless execution and alignment with brand strategy.
- Led cross-functional teams to optimize collaboration and streamline workflows.
- Translated and localized marketing content to support market expansion into Latin America.
- Conducted market research to identify growth opportunities and refine content strategies for the Latin American market.

Marketing Project Manager

Rudamacho (Quito - Remote)

Sept 2022 - Oct 2023

- Oversaw multi-channel marketing campaigns for DirecTV Ecuador, ensuring brand consistency and quality.
- Supervised audiovisual projects, including the 2022 Qataris FIFA World Cup campaign, aligning deliverables with strategic goals.
- Managed internal creative teams, optimizing resource allocation and workflow efficiency.
- Maintained strong client communication, ensuring satisfaction and project alignment.

Digital Content Producer

Bole Games (Beijing)

June 2021 - March 2022

- Directed and produced digital content for the international marketing department, ensuring alignment with business objectives and KPIs.
- Developed content strategies, creating engaging multimedia materials.
- Created compelling audio and video content for digital channels, maintaining brand consistency.
- Translated and localized marketing content between English and Spanish for global reach.

Production Coordinator

Angostura Media (Caracas)

Jan 2017 - Aug 2018

- Coordinated and managed production, ensuring smooth workflow and timely execution.
- Supervised post-production for translations and localization of Discovery Channel Latin America content.
- Translated and edited scripts, ensuring accuracy and cultural relevance.
- Facilitated cross-team communication and oversaw schedules to meet deadlines and quality standards.

General Producer

Waoo Estudio Creativo (Caracas)

Oct 2015 - Jan 2017

- Coordinated and supervised audiovisual projects, including animations and short documentary films for Special Olympics Venezuela, UNHCR, and UNICEF.
- Oversaw the entire production process, from pre-production planning to post-production editing.
- Managed budgets and resource allocation to ensure cost-effective project execution.
- Presented production ideas and determined creative scenarios for production and delivery.
- Provided video editing, translations, and voice-over support to enhance content quality and accessibility.