



# ALEXANDRA QUINTERO

Audiovisual Producer & Project Manager

BOGOTÁ, COLOMBIA

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1992-10-07

SPAIN | VENEZUELA



## EXPERIENCE

### MARKETING PROJECT MANAGER

- Project management for social media content
- Translations for English and Spanish marketing content

RED 40

BEIJING

2023-

### MARKETING PROJECT MANAGER

- - Project management of audiovisual and creative projects for DirecTV Ecuador
- - Management of internal creative team, supervision of goals, allocation and management of resources
- - Communication, presentation and management with client

RUDAMACHO

QUITO

2022 - 2023

### MEDIA CONTENT PRODUCER

- Creative directing and producing of digital content for the international marketing department
- Acting, voice dubbing, and translations for English and Spanish marketing content

BOLE GAMES

BEIJING

2021-2022

### ASSISTANT PRODUCER - INTERNSHIP

- Searching and selecting compelling stories to co-produce as documentaries
- Assisting the International Production department in the required tasks

BLUE OCEAN NETWORK

BEIJING

2019

### PRODUCTION COORDINATOR

- Coordinating and managing production
- Supervising post-production of translations & localization for Discovery Channel Latin America
- Additional tasks in script translating and editing

ANGOSTURA MEDIA

CARACAS

2017 - 2018

### GENERAL PRODUCER

- Coordination and supervising of various audiovisual projects, including animations
- Production of short documentary films for Special Olympics Venezuela and United Nations branches: UNHCR and UNICEF
- Additional tasks in video editing, translations, and voice-overs

WAOO ESTUDIO CREATIVO

CARACAS

2015-2017

### ASSISTANT PRODUCER - INTERNSHIP

- Budget planning and managing
- Photo and video shoot coordination for audiovisual content creation for local and international brands' social media (Nestlé, Nescafé, Cerelac)
- Additional tasks in video editing

ANALITICOM

CARACAS

2015

## EXPERTISE

AUDIOVISUAL PRODUCTION PROJECT MANAGING

CREATIVE CONCEPTS SOCIAL MEDIA PLANNING

BUDGET PLANNING & MANAGING ORGANIZATION

SCRIPT WRITING & EDITING TRANSLATING

POST-PRODUCTION SUPERVISION VIDEO EDITING

CONTENT MARKETING PROBLEM SOLVING

TEAM SUPERVISION TEAMWORK CREATIVITY

## EDUCATION

### Digital Marketing and Business Course

Universidad de Bogotá Jorge Tadeo Lozano

Aug 2024 - Dec 2024

Bogotá, Colombia

### MA in International Communication

中国传媒大学 (Communication University of China)

2018-2019 (MOFCOM Scholarship)

Beijing, China

### BA in Journalism

Universidad Católica Andrés Bello 2011-2016

Caracas, Venezuela

## SKILLS

MICROSOFT OFFICE ADOBE PREMIERE PRO

ADOBE PHOTOSHOP CS ADOBE LIGHTROOM

SOCIAL MEDIA WORK MGMT PLATFORMS

AI TOOLS TRANSLATIONS

NATIVE ENGLISH INTERMEDIATE FRENCH

NATIVE SPANISH BASIC MANDARIN