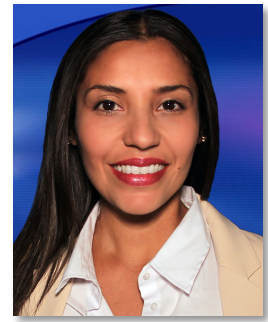


Doris Bardales

Represented by The NWT Group
817.987.3600 HugoBalta@NWTgroup.com



Experience

Producer/Content Creator, Manhattan Neighborhood Network Production Studio Dec 2016 – Present

- Produce and host lifestyle segment, “Conectate Con Nosotras,” a 28-minute show focused to empower the next generation of Latina women
- Write script for teleprompter, curate assets for run-of-show, shoot b-roll with Canon DSLR, record audio with Rhode microphone and edit show using Adobe Premiere
- Book, prepare and interview guests for in studio and Skype interviews
- Create promos, teasers and scheduled posts for both FB & IG

Floor Manager, Manhattan Neighborhood Network Production Studio

- Volunteer as floor manager for the live show “Punto de Vista,” working between host and control room to manage timing, asset inclusion and incoming calls from viewers
- Frame camera shots on main camera and Telemetrics robotic camera

Production Assistant, Cielo Gala 2017 & LULAC Gala

May 2017 & June 2018

- Worked alongside Executive Producers in managing the entire run-of-show and after-party
- Acted as main point of contact for hosts, honorees, speakers and entertainers in a fast paced environment
- Helped to build key relationships for business development purposes

Project Coordinator/Marketing, IBREA Foundation/BrainWorld Magazine Aug 2016 – Nov 2016

- Worked closely with public officials and government institutions in the US and El Salvador to coordinate international humanitarian efforts on behalf of executive leadership at IBREA
- Spearheaded business development efforts for BrainWorld Magazine, which included creating and managing a book of business and documenting all stages of outreach using Excel
- Initiated outreach efforts to re-engage inactive subscribers and sent monthly newsletters using MailChimp
- Translated at The UN and traveled to El Salvador to help pioneer IBREA’s flagship project focused on holistic wellness in underdeveloped countries, and instructed classes of up to 100 people

Network Ad/Local Spot TV Coordinator, Estrella TV

March 2014 – Aug 2016

- Managed posts, deliveries, allocations, invoices, makegoods and program changes for over 40 well-known brands and agencies
- Ensured good communication and smooth workflow between advertisers, planners, and production team

Internships

Reporter's Assistant, Univision (National News Network) Sept 2011 – June 2012

- Pitched and produced two news stories from the ground up, (“Mujeres Jornaleras” & “LaGuardia Community College Educa a los Inmigrantes Profesionales”)
- Conducted research, assessed locations, gathered soundbytes and edited scripts for developing stories
- Planned and conducted in-person and phone interviews with sources including President and General Counsel of LatinoJustice Juan Cartagena, and New York City Council Ydanis Rodriguez, among others

Assignment Desk, Univision (Local News Network) Apr 2010 – Sept 2010

- Gathered information for developing stories through follow-up calls and interviews
- Pitched potential newsworthy stories to producers and assisted reporters during live news coverage

Education

City University of New York – Queens College 2011

Bachelor of Arts, Media Studies (Concentration in Journalism)

Certifications

Adobe Premiere Course - MNN January 2017

- 6-week Adobe Premiere editing software course

Production Certification Course - MNN January 2014

- Completed 8 month production course and became a certified producer at MNN
- Learned to operate Sony HXR camera and worked with green screens, sound and lighting
- Learned best practices in assembling equipment for live scenes in a fast paced environment
- Took a 6-week Final Cut Pro editing course

Skills

- Fluent in Spanish and English (written & spoken), iNews, Donovan, MediaOcean, Adobe Premiere, Telemetrics Robotic Camera, Xpression, Microsoft Office, Audacity

Affiliations

- NAHJ (National Association of Hispanic Journalists)
- IBREA
- Las Comadres
- NYRR (New York Road Runners)
- DPHIE (Delta PHi Epsilon)