

**SONIA JACQUEZ**  
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720 260 6593

**Managing Producer**

***Fact & Fiction, Boulder CO***

***Jan 2018-Sept 2018***

Produced all video and most photography shoots for small agency, to include set design, props design, hair and makeup, occasional cameos, and account management. Handled budgets for every project and worked closely with the internal accounting team to ensure timely processing of accounts payable from clients to contractors. Maintained databases and internal organization for overlapping projects using shared digital resources and networks, hiring freelance assistance as needed. Continue to work with this team as a freelance producer and contractor.

*Clients: Lucky's Market, Porsche, Chili's, New Belgium, USAC, and more.*

**Managing Producer**

***The Karot, Boulder CO***

***April 2016-Jan 2018***

Worked with the creative director to initiate this start-up video production studio, implementing all processes of organization and management and handling all legal matters. Involved in all hiring and separations, new client business acquisitions, and all matters of negotiations. Spearheaded merger acquisition while producing back-to-back content for the campaign collaboration that brought us into the Fact & Fiction space permanently.

*Clients: Lucky's Market, Porsche, USAC, Lilly Singh, Goddess Garden.*

**Production Coordinator**

***Guggenheim Productions, New York, NY***

***Aug 2012-Sept 2015***

Handled all payroll, accounts payable, accounts receivable, and ROI reporting for this award-winning full service creative film, video and digital production boutique. Learned all aspects of a successful business model. Coordinated all details of production; hiring freelancers and contractors according to the needs of each project, designing production books, creating spreadsheets to track budgets, scouting locations, and working with talent and their agents. Continue to work with the team whenever possible.

*Clients: Macy's, Conde Nast entities, LivingProof, Meena, Schomburg Center, Toyota, Sephora, Tony Awards and many events, red carpets, and interviews.*

**Student/Freelance Producer**

***San Diego, CA & New York, NY***

***Sept 2008-Aug 2012***

A start with film classes in San Diego, CA quickly led to producing music video and television spots for a magazine. Before long, I was employed on a variety of sets including shorts, feature films, and a short documentary piece, traveling between Los Angeles, CA and New York City.

**Primary Technical Skills**

Microsoft Applications to include, Word, Excel, Power Point.

Adobe and Adobe Creative Suite as well as iCloud and Google Drives.

Final Cut Pro and Final Draft.

Expensify, NetSuite, Quickbooks, Stamplicy, Asana and other business admin & organizational tools.

Fluent in English and Spanish languages.

**Education**

Bachelor of Liberal Arts – Forensic Anthropology, Colorado State University; Cum Laude

Paralegal Certificate – Denver Paralegal Institute

