

# SABINA RIVERA

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## PROFESSIONAL EXPERIENCE

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### Denver Center For The Performing Arts/Theatre Company – Company Manager

Denver, Colorado,  
October 2021 – March 2023

- Oversee, arrange, and prepare company housing, transportation, travel, and reimbursement.
- Assist as day-to-day contact with actors, coordination communication, concerns, and the needs of the visiting artists and creative team in residences.
- Assist HR as needed with onboarding all visiting artists and creative team.
- Oversee and manage the Company Management department budget and spending under the supervision of the managing director. Track expenses, submit claims and vehicle claims as needed.
- Collaborate and manage opening night complimentary tickets.
- Serve as an integral leader in providing an exemplary experience for visiting creative team and staff.

### One Race Film – Coordinator for Vin Diesel Team

#### “Fast & Furious 5, 6, 7, 8, 9” – Tool/Dodge

Seasonal 2009 – 2019

- Lead logistics coordinator to principal, including housing, travel transportation. Always traveled with principal. Always consulted with producer on set for locations based in **Atlanta, Cuba, London, and Miami.**
- Liaised between the One Race Film Offices in Los Angeles with daily planning of events, schedules, meetings, filming dates and other key aspects related to the production as needed by the principal.

### Creative Link Inc./CMN – Cardenas Marketing Network

#### Logistic Coordinator / Media Coordinator

Seasonal 2005 – 2021

- Built relationships and responded to customers in a timely manner.
- Stayed-up to date with digital technology trends.
- Monitored, tracked, and reported on customer feedback, social sentiment, and trends.
- Managed, coordinated and led meetings for special events.
- Participated in brainstorming planning sessions, conducted research to support PR planning.
- Gate keeper of confidential files, kept up to date accurate information of all client’s projects and personal matters. Researched each project to achieve quality event planning.
- Created and revised layout of travel arrangements.
- Developed advance logistic of each event, including on-site production, proposed ideas to improve planning.
- Delivered and ensured that artist, assistants, security teams and crew followed protocol.

#### KEY ACCOUNTS

- *Marc Anthony*
- *Yandel*
- *Bad Bunny*
- *Prince Royce*
- *Robi Draco Rosa*
- *Narciso Rodriguez*
- *Esteban Gutierrez (F1 – Driver)*
- *Will Smith*
- *Jada Smith*
- *Luis Miguel*
- *John Leguizamo*
- *Tommy Torres*
- *Mana (Rock Band)*
- *Daddy Yankee*
- *‘Somos Live’ – Miami*
- *Latin Grammys ’15 ’16 ’17 ’18 – Las Vegas*
- *Maestro Cares Gala – Chicago, New York City, Miami*
- *ASCAP Awards – Puerto Rico, New York, Los Angeles, Miami*

**The Office of the Speaker of the House of Representatives  
Special Assistant to Hon. Jaime R. Perello Borrás**

**San Juan, Puerto Rico  
2013 - 2015**

- Planned foreign and domestic visits, ceremonies, and special events.
- Developed strategy goals, objectives, and programs for the Speaker of the House.
- Researched and maintained reliable sources of political, economic, and social trends of global cultures.
- Assisted in organizing hospitality and other logistic arrangements for visiting delegations and government guests.
- Assisted in research, administration, and communications.

**Governor of Puerto Rico, Governor's Office  
Special Assistant Hon. Sila M. Calderon**

**San Juan, Puerto Rico  
2000 - 2004**

- Managed the Governor's approved schedule and arranged coordination pertaining to his attendance at meetings and events.
- Kept accurate notes and collected materials from meetings or events to provide to senior staff for any necessary follow up.
- Kept the Governor's work-related receipts and documentation of expenses organized and delivered all receipts to the appropriate staff member for processing.
- Served as a point of contact between the office and the public by managing incoming phone calls, writing constituent correspondences, and assisting guests visiting the office.
- Responded to inquiries to the office or distribute incoming communications to the appropriate team member.
- Executed various administrative duties to support the efficient operation of the office work with team members to support the development of projects and office initiatives.
- Conducted research and analyzed information to make recommendations on projects or issue area.

## **EDUCATION**

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**INSTITUTO SUPERIOR DE ARTE, HABANA, CUBA**  
Bachelors in Fine Arts

2006-2011

**CONTINUING EDUCATION COURSES ON INTERNATIONAL SCHOOL OF FILM AND TELEVISION - (ICTV)**

2008-2009

**CONTINUING EDUCATION COURSE IN INTERNATIONAL RELATIONS AND DIPLOMACY, NYU**

2005-2007

## **SKILLS**

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- Fully bilingual – Spanish & English