

Diana Méndez

Producer

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🌐 diana-mendez.com

SUMMARY

A solutions-based problem-solving producer with a sense of urgency and talent for negotiating. Extensive experience in commercial post-production. Comfortable utilizing appropriate judgment while collaborating and consulting with multiple facets of production to effectively manage overlapping projects in various stages. Passionate preservationist of creativity while pioneering synergy and championing client needs.

EXPERIENCE

Producer

Beast Editorial

📅 04/2018 - Ongoing 📍 Austin TX

Commercial Post Production

- Oversees and manages schedules for 4-Editors, Colorist/VFX/Flame Artist, and Assistant Editor workload.
- Strong understanding of broadcast, digital, social, and standard delivery specs and media.
- Dedicated designer of deliverable matrixes.
- Understanding of agency methodology and procedure with hands on agency producer experience.
- Cultivator of strategic partnerships with agencies, production, colleagues, and industry professionals to ensure repeated clientele.
- Extensive experience in bidding commercial post-production estimates in accordance with AICE standards, creating and submitting final actuals, and working closely with billing and AP.
- Innovative and proactive problem solver.
- Facilitator of streamlined communication with the ad agency, production, editorial, colorists, animators, 3D/VFX artists, audio engineers, and countless other content specialists.

Client Services Manager & Jr. Producer

Beast Editorial

📅 08/2015 - 04/2018 📍 Austin TX

Commercial Post Production

- Assisted producing team in creating estimates in accordance with AICE standards and booking external audio and remote color sessions.
- Supervised and managed Concur Travel and Expense accounts while communicating with director of finance and financial analysts from parent company, Deluxe Media Creative Services to ensure compliance with inter-company policies.
- Facilitated commercial still commercial photo shoots on location, catering, rentals, and bookings for SXSW industry events, VR demonstrations, and industry screenings for local advertising agencies including but not limited to GSD&M, McGarrah Jesse, Preacher, and R/GA.

Event Coordinator

SPACE

📅 01/2009 - 06/2010 📍 Portland, ME

Gallery

- Booked and collaborated with both local and international directors/artists featured in the gallery
- Oversaw gallery during concerts, art festivals, film screenings, and fundraising events
- Conducted and coordinated installations, walk-throughs, and rentals for concerts, fashion shows, and art exhibits

EDUCATION

Bachelor of Journalism | Honors Program Alumni

University of Southern Maine

📅 09/2006 - 06/2010

SKILLS

Advantage

Concur T&E

VPN

Adobe

Mac & PC Operating Systems

Production

Networking

QC & QA

Project Management

Casting

Cost Estimation

Invoice Management

Powerpoint

Post Production

Line Producing

Budgeting

Scheduling

CRT Certified