

ADRIANA DE LUCIO

Brooklyn, NY | (301) 518-8265 | delua562@newschool.edu

Current Media Studies graduate student with experience in both the audiovisual and nonprofit worlds; fluent in Spanish and Portuguese; highly skilled in Adobe Creative Cloud, Microsoft Office, Avid, DaVinci, and Salesforce; excellent customer service, problem-solving, communication, and organizational skills.

EDUCATION

The New School

Candidate for Master of Arts in Media Studies

New York, NY

Expected May 2024

Northeastern University

Bachelor of Arts Degree in Human Services with Minors in Women's Studies and Political Science

Honors: Cum Laude

Selected Coursework: Creative Writing; TV Field Production; Media, Culture & Society; Visual Storytelling in Journalism

Boston, MA

May 2018

GPA: 3.6

Additional Education

NYFA 12-Week Filmmaking Workshop

Fall 2019

Photography with Gal Oppido (MAM - São Paulo)

Spring 2019

EXPERIENCE

Philanthropy New York

Executive Coordinator

New York, NY

October 2019-June 2022

- Produce audiovisual communications to engage membership with our website and programming; photograph events in collaboration with communications team; create postings for CEO's LinkedIn profile; explore Zoom capabilities to provide members with optimal online experience; manage information on Salesforce to capture organizational knowledge; update Board information on website; assist communications department in membership outreach; prepare presentation including market research on nonprofits and related entities
- Coordinate and manage CEO's calendar; correspond with other CEOs to schedule external meetings; assist the senior leadership team in scheduling external meetings with consultants and members; arrange group meetings of funders interested in similar fields; organize physical and digital materials for meetings with members; create and share reports for membership; manage internal meetings
- Manage board of directors' and two board committees' quarterly meetings and events; schedule meetings between staff and board; organize materials for board-related meetings; handle confidential topics and information; capture minutes during meetings and followed-up on board tasks; schedule board interviews and coordinate onboarding orientations for new members; conduct research for board members; develop and organize board reports
- Manage group of environmental funders in NYC-area; collaborate with co-chairs and speakers to plan programs for members of network; coordinate funders to create pooled funds during pandemic; research program topics and organize flow of program

MullenLowe Brasil

Multi-media Intern

São Paulo, Brazil

August 2018-June 2019

- Collaborated on socially inclusive campaigns for clients; supported marketing team and worked on pitches
- Filmed and photographed for clients' commercials and agency events and publications; facilitated production team in both preparing and handling set equipment for commercials to maintain an efficient and organized environment; ensured all necessary shots were recorded for post-production editing
- Created English and Spanish subtitles for international clients; converted long-form videos to smaller digital formats to distribute to multiple media platforms; edited videos for third-party client and learned video production software
- Developed storyboards; researched and recommended appropriate stock footage

Philanthropy New York

Member Services Assistant

New York, NY

July 2017-December 2017

- Provided client services; resolved technical issues through website's backend to ensure a stress-free online experience; approved job postings; recorded membership and network subscription payments on Salesforce