

ADRIANA DE LUCIO

Brooklyn, NY | (301) 518-8265 | adelucio94@gmail.com

Technical Skills: Adobe Creative Cloud, DaVinci, Avid, BlackMagic ATEM, ProTools, Salesforce, Splash, ArtLogic, Saci

Film Festivals: The New School's Fine Cuts Festival (2024) and Symbiosis Film Competition (2023)

Language: Spanish (fluent) and Portuguese (fluent)

EXPERIENCE

APL Media, LLC

Videographer/Production Assistant

New York, NY

May 2023-present

- Partner with production houses to produce video content for clients like museums and nonprofits; coordinate with customers to capture desired footage; support production crew with gear

The New School - Ruff Cuts

Senior Producer

New York, NY

October 2023-May 2024

- Directed monthly programs as master of ceremonies; curated programming featuring works by New School community; collaborated with third-party sponsors and connected New School groups for joint opportunities
- Managed film submissions; distributed event details to participants; designed and updated event pages; ensured smooth screenings by coordinating with IT
- Led weekly team meetings, organizing tasks for seven events; facilitated meetings with faculty and students
- Supervised social media calendar; produced unique content highlighting events and filmmakers; coordinated promotional content across newsletters and social platforms

The New School, Documentary Studies Department - Doc Talks

Documentary Program Associate

New York, NY

August 2023-May 2024

- Produced promotional content for eight Doc Talk events and annual Truth Be Told Festival via email, social media, and community newsletters; managed communications calendar and social media to enhance visibility
- Filmed and photographed monthly events; generated follow-up content for social media; produced and edited video recaps of to boost future participation; supervised event technology
- Developed registration pages in collaboration with Communications Department for monthly events; monitored attendee engagement and managed reminder emails to attendees

Philanthropy New York

Executive Coordinator

New York, NY

October 2019-June 2022

- Produced audiovisual communications including event photography and CEO's LinkedIn postings; optimized member engagement through Zoom; updated Salesforce and online Board portal; assisted communications department in membership outreach; prepared CEO for meetings with market research on related entities
- Handled CEO's calendar and coordinated high-level meetings for Senior Leadership; arranged group sessions for funders and organized meeting materials; scheduled internal staff meetings
- Managed schedule and materials for board of directors' and board committees' quarterly meetings, events, orientations, and interviews; handled confidential information and captured minutes; conducted research for board members and developed board reports
- Facilitated and planned quarterly meetings for NYC group of environmental funders alongside co-chairs; coordinated funders to create pooled funds during pandemic

MullenLowe Brasil

Multi-media Intern

São Paulo, Brazil

August 2018-June 2019

- Contributed to socially inclusive campaigns for clients; supported marketing team with pitches
- Filmed and photographed content for clients and agency related publications; facilitated production team to ensure on-set efficiency and all necessary shots were captured
- Created English and Spanish subtitles for international campaigns; edited existing client content to distribute across multiple media platforms; researched and recommended stock footage

EDUCATION

The New School

Master of Arts in Media Studies and Certificate in Media Management

New York, NY

May 2024

Awards: Media Studies Student Service Award; Fine Cuts Winner; Outstanding Student Group Finalist (Ruff Cuts)

GPA: 3.9

Northeastern University

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

Boston, MA

May 2018

Honors: Cum Laude

GPA: 3.6