

Jorge Gonzalez Vallejo

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WORK EXPERIENCE

Mariló by Quintín Rivera Toro: Proyectos Culturales

Puerto Rico

Indie Film Producer

July '22-Present

- Worked with the director/writer in the revisions and polishing of the script for the film
- Scheduled shooting days, helped in the marketing campaign, and oversaw the production of the movie from the ground up.
- Managed budgeting and expenses, including travel, set costs, and costume/makeup costs for the movie.
- Research filming restrictions, laws, and regulations for different set locations.

New Albany Country Club

New Albany, Ohio

Server/Bartender

July '22-Present

- Tasked with greeting customers, taking their orders, and ensuring the clients had the best experience possible while dining.
- Assisted fellow servers and bartenders in their duties and tasks, which improved my teamwork skills
- Cleaned, and maintained a high service standard throughout the shift.

AMC Networks

North Kingstown, Rhode Island

Payroll Clerk

September '19-December '19

- Specialized in the accounting department of a big-budget television show (NOS4A2 Season 2)
- Filed documents, prepared mail, broke down contracts and performed other clerical office duties.
- Helped with the distribution of 60+ paychecks per episode throughout the season and during post-production.
- Learned the ins and outs of the production process in the entertainment industry.

Mallup Capital Group S.L.U / EasyLeapp

Seville, Spain

Start-up Marketing Intern

September 21-December '21

- Analyzed and researched each social media platform's demographics and its concentrated market.
- Created different marketing campaigns for multiple promotional events.
- Maintained CRMs throughout different software and programs

LEADERSHIP/RELATIVE EXPERIENCE

International Business Association

Bryant University

Alumni Relations Director

September '19-May '22

- Created and managed relationships the Association had with multiple alumni.
- Invented the Mentorship Program for the International Business Program by managing 20+ partnerships

International Business Practicum

Bryant University

Team Leader

January '22-May '22

- Lead a team of consultants for Collette Travel Group by identifying, analyzing, and designing market entry, development, and competitive strategies for new global markets.

EDUCATION

Bryant University (Graduated May 2022)

Smithfield, Rhode Island

BS in Int. Business, Major in IB: Finance, Major in Communication: Film & TV

Cumulative GPA: 3.55/4.0

- **Honors:** BU Dean's List, Lambda Pi Eta (Communication Honors Society) Member
- **Experiences:** Delta Chi Fraternity, International Business Association, 2021 Fall Study Abroad Program
- **Relevant Coursework:** Basic Studio Production, Script to Screen, Intro to Film Studies, Public Relations, Public Speaking, Basic Field Production, Video Journalism, Multinational Finance, Financial Institutions, Interpersonal Communication, Global Dim. of Financial Mgmt., International Business Practicum.

SKILLS & INTERESTS

- **Technical:** MS Office (Excel, PowerPoint, Word, Outlook), Language (Native Spanish, Native English), Film Payroll (Payroll, Data Entry, Filing, Clerical Skills), Graphic Design (Adobe Premiere, Adobe Illustrator), Event Management (Organizational Skills, People/Interpersonal Skills, Communication, Public Speaking, Event Planning, Financial Budgeting Skills), Film Production (Process, Pre & Postproduction, Payroll)
- **Interests:** Movies and Television, Reading, Chess, International Travel, Music, Learning, Clothing Fashion, Pop Culture, Going out and talking with new people