

Sofia Alvarez Ulate

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EDUCATION

FORDHAM UNIVERSITY
Bachelor of Arts in Communications & Media Studies – Concentration in Film (BA)

New York, USA
Class of 2016

MET FILM SCHOOL
Master's in Production (MA)

London, UK
September 2022 - October 2023

RELEVANT EXPERIENCE

COSTA RICA FILMWORKS

Production Assistant - Chanel Beyond the Jar (CNN)

- Supported national and international team during pre-production and production stages.
- Implemented COVID safety protocols, and sustainable practices at all times.

San José / Puntarenas, Costa Rica
January 2022

CODOCSA

Real Estate and Content Manager

- Manage rental, logistics, and tenants for retail and housing properties.
- Create and edit still and moving visual content for company webpage.

Heredia, Costa Rica
March 2018 - September 2022

FREMANTLE MEDIA NORTH AMERICA

Production Assistant – America's Got Talent Season 12 (NBC)

- Communicated with multiple teams to achieve the mobility of the cast on and off set.
- Ensured that the cast and crew's professional and personal needs were always met.

Los Angeles, USA
March - October 2017

THINK FACTORY MEDIA

Talent Wrangler – Marriage Bootcamp: Reality Stars Season 10 (WeTV)

- Interviewed, recorded, and transcribed cast testimonials for the story production team.
- Guided and assisted the talent through the filming of engaging segments.

Los Angeles, USA
June - July 2017

SHED MEDIA GROUP

Production Assistant – Genius Junior Season 1 (NBC)

- Fulfilled runs and requirements for the audition team and the executive producers.
- Oversaw contestants through an orderly and successful audition process.

Los Angeles, USA
April 2017

ENDEMOL SHINE NORTH AMERICA

Talent Wrangler – MasterChef Junior Season 6 (FOX)

- Led the talent to accurately follow filming and production schedules.
- Monitored and aided the talent and their guardians to secure an efficient and respectful work community.

Los Angeles, USA
November - December 2016

MARK SELIGER PHOTOGRAPHY STUDIO

Production Intern - Photography

- Assisted for photo shoots with Rolling Stone, Glamour, Details, Elle, and various high-profile magazines.
- Formulated call sheets, reference books, and research materials for the executive producer.
- Facilitated travel and scheduling for the photographer and the crew.

New York, USA
June - August 2015

LA TRES

Production Intern - Photography, Video & Marketing

- Alternated within the production, art, audio, and lighting departments during daily shoots.
- Edited lifestyle and commercial videos for top agency clients.
- Conducted field interviews to support the marketing strategy of a national film release.

San José, Costa Rica
April - June 2014

SAVAGE

Production Intern – Film & Commercial

- Collaborated on pre-production and production of ad campaigns for Nike and White House Black Market.
- Managed content in the company's database in order to ease communication between departments.
- Collected data during filming that streamlined the post-production process.

New York, USA
June - August 2013

CANAL 9

Production Intern – Television

- Developed, wrote, and produced segments featured during the nightly news.
- Supervised the script during live broadcasts.

San José, Costa Rica
July - August 2012

SKILLS

- *Photography & Video:* DSLR/Mirrorless/Analogue, Adobe Creative Cloud, Final Cut Pro
- *Languages:* English (Fluent), Spanish (Native), French (B1 Level)