

Kimberlyn Guzman

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SUMMARY

Bilingual professional, eager to contribute my adaptable skills, problem-solving methods, strategic approach and empathetic awareness. With professional experience in administrative support, marketing initiatives, video production and live event management, I am able to provide a wide range of skills.

PROFESSIONAL EXPERIENCE

VH1 Love & Hip Hop Couple's Retreat

Tucson, AZ

Talent Production Assistant

Nov. 2020

- Provided assistance to 20+ cast members including meals, packages and miscellaneous tasks
- Transported talent to designated locations on a set schedule
- Remained on stand-by on set to assure all requests by crew/cast were completed
- Lifted equipment up to 50 pounds and placed where needed

VH1 Love & Hip Hop Family Reunion

Tucson, AZ

Production Assistant

Oct. 2020 – Nov. 2020

- Upheld Covid-19 safety protocols by sanitizing workstations on an hourly basis
- Transported crew members and equipment to set locations
- Coordinated meal deliveries for crew/cast members in quarantine
- Operated office equipment including printer, scanner and packaging equipment
- Researched local vendors for film expendables, laminated documents and shipping services

McVeigh Global Meetings & Events

Scottsdale, AZ

Assistant Stage Manager

Jan. 2020

- Assisted with backstage production of the Waste Management Sustainability Forum 2020
- Monitored operations for event with over 300 in-person attendees and livestream audiences
- Reviewed prompt script for guest speakers and delivered to prompter station
- Ushered guest speakers from green room to stage at scheduled times
- Staged props and furniture for multiple panel discussions

Sigma

Phoenix, AZ

Internal Communications Intern

June 2019 – Aug. 2019

- Supported U.S. Internal Communications Specialist with Sigma's goals and branding
- Assisted with creation and distribution of internal emails, blogs, signage, images and videos
- Aided in content/design development and content administration of internal marketing materials

SKILLS

Languages: Fluent in Spanish; proficient in speaking, writing and reading

Software: Microsoft Office Suite, Google Drive, Adobe Creative Cloud, Canva, Qualtrics, Eventbrite

Production Equipment: DSLR Cameras, Sound Recorders, Boom Pole, C Stands, Lighting Equipment

EDUCATION

University of Arizona, College of Social and Behavioral Sciences

Tucson, AZ

Bachelor of Arts in Communication

Dec. 2019

Minors in Film & Television and Marketing

*References available upon request