

Olivia Suarez

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Experience

Social Media Director, Los Angeles, California

January 2015 – present

ScreenSlam | Zap Entertainment

- Live-blog on social media and collect backstage footage at red carpet events including the 21st Screen Actors Guild Awards, 67th Directors Guild Awards and 87th Academy Awards
- Compile, assemble and promote 5-10 entertainment trade stories daily on WordPress blog and social media (Facebook, Twitter, YouTube, Instagram) and observe post analytics
- Conduct red-carpet premiere interviews, press junkets with actors, directors, and producers reaching an online audience of over 75K subscribers: <https://www.youtube.com/user/ScreenSlam>

Reporter, Austin, Texas

September – December 2014

Texas Newswatch | University of Texas School of Journalism

- Pitch stories, write scripts according to AP Style, record VOs with Adobe Audition, shoot B-Roll/standups to construct packages edited from Final Cut Pro 7 for weekly broadcast program
- Engage in off-camera roles like camera and deck operating during live production, reaching Austin metro through Channel Austin and online audience by livestream: <http://journalism.utexas.edu/texasnewswatch/live>
- Develop lower-thirds and additional graphics onto news packages using Adobe Photoshop Elements

Entertainment Director, Austin, Texas

May – December 2014

Assistant Entertainment Director

August 2013 – May 2014

Texas Student Television

- Oversee the entertainment department to create programs reaching 1 million+ people in the greater Austin area and international audience online at texasstudenttv.com/livestream/
- Consult with show producers for assistance on content optimization, troubleshoot production issues, recommend solutions
- Register programs for Austin Film Festival, South By Southwest Festival, Fun Fun Fun Fest, Fantastic Fest, and more
- Collaborate with publicists by arranging red carpet and sit-down interviews for programs

Reporting Intern, San Antonio, Texas

June – August 2013

KABB FOX 29 San Antonio

- Shadow reporters and photographers to learn the daily work routine in developing a news package and delivering on-camera presentation for an evening broadcast
- Shoot standups/teases/recorded VOs, and wrote broadcast scripts for news packages, conducting and translating interviews in Spanish if necessary
- Shoot photo and video for promotions department to tease news stories broadcast to the greater San Antonio area, New Braunfels, and Carrizo Springs
- Help reporters and photographers and set-up live shots by adjusting lighting, checking sound, confirming standing positions

Executive Producer, Austin, Texas

January 2012 – December 2014

Sneak Peek | Texas Student Television

- Arrange pitches in pre-production meetings, create weekly run-downs, oversee live show production
- Assemble crews for red carpet and sit-down interviews at events like the ATX Television Festival, Fantastic Fest, and more
- Contact publicists for the arrangements for festival access and interview coverage
- Conduct one-on-one red carpet interviews with cast and crew such as Justin Long, Kevin Smith, Christopher Drake, Tim League
- Participate in on-camera roles in live production such as hosting, delivering entertainment news segments and off-camera roles such as floor-directing and camera operating

Live Segment Director, Austin, Texas

August 2013 – May 2014

Sneak Peek | Texas Student Television

- Produce on-air segments over red carpet fashion critique (“Style Squad”), movie reviews, award shows coverage, television news
- Consult with show volunteers over development of writing live segments and graphics for live production
- Engage in off-camera duties such as floor-directing and camera operating
- Promote the show through social media (Facebook, Twitter, YouTube, Instagram, Tumblr, etc.)
- Conduct red carpet interviews with James Franco, Josh Duhamel, Snoop Dogg, Jason Bateman, and more at https://www.youtube.com/channel/UCY7pVu_r1ilerAN_e8N7Zjw

Education

The University of Texas at Austin

May 2015

Bachelor of Journalism, Moody College of Communication, 3.8 GPA

Moody College of Communication Dean’s List Recipient: Spring 2012-Fall 2014

The University of Texas at Austin, Semester in Los Angeles Program Spring 2015