

ORLANDO DIAZ, JR

159-41 83rd Street Howard Beach, NY 11414. Cel (347)776-8003
orlandocreates97@gmail.com

EDUCATION

NEW YORK UNIVERSITY

Bachelor of Science in Integrated Digital Media 5/2019

- NYU Awarded - Honors Scholar Achievement
- NYU Awarded - Founders Day Award - Outstanding Scholarship
- Clubs – Poly Gaming Network – creating digital posters for games.

ARCHBISHOP MOLLOY HS

High School Diploma 6/2015

- Member of National Honor Society
- Advanced Designation with Honors in all subjects, Mastery in Math (Senior) and Honors with Distinction (Freshman, Sophomore & Junior Year)
- Science Fiction Club (Video Game Tournament Organizer), I AM GREEN CLUB, SMILE CLUB, Student Ambassador.

EXPERIENCE

Sesame Workshop

Latin American Production Intern (Summer 2017) 6/12/2017 – 8/11/2017

- Assisted the Latin American Production team in updating the Latin American Sesame Street website.
- Tested and assured quality of games to be posted on the Latin American website.
- Transcribed the scripts for videos and wrote website descriptions in English/Spanish.
- Worked in Adobe Photoshop CC to create designs for thumbnails for videos
- Worked in Adobe Premiere Pro CC to check for audio quality and any errors in post production.
- Provided administrative support to producers and international staff.
- Researched products and media landscapes in specific countries.
- Media management support, including: Reviewed, tagged, and logged deliverables
- Prepared storage and archives
- Assisted in managing digital media
- Data entry for show episodes, segments, and rundowns
- Assist with script translations (Spanish to English, and English to Spanish).
- Upload website content on Sesamo.com.
- Assist in writing and editing website copy, SEO, and alt text.
- Assist with special projects as needed.

East Coast Expediting & Code Consulting Inc.

Assistant Project Manager 10/2017– present

- Design and update the company's website. Knowledge of Mac computers and, Google Docs.
- Assist Project Managers, Architects and President with spreadsheets, and standard office software.
- Perform jobs needing application of standard techniques, procedures and criteria to finish tasks.
- Pay fees at the Department of Transportation system required to obtain construction permits.
- Pay fees at the Department of Buildings system (e-filing) required to obtain construction permits
- Obtain information of open violations to help fill forms require to clear records.

PROFILE

<https://orlandodiaz.carbonmade.com>

<https://twitter.com/SpaceJello>

<https://www.linkedin.com/in/orlando-diaz-79221b174>

<https://spacejello.net/>

SKILLS

Microsoft Word, Excel, and PowerPoint

Adobe (Photoshop & Illustrator, Premier Pro, After Effects)

Fluent in Spanish

Experience with Digital Art and Pixel Art.