

# Laura V Lopez

PRODUCER / ASSOCIATE PRODUCER  
San Antonio, TX

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## QUALIFICATIONS & SKILLS

- **Software knowledge:** iNews, ENPS, Vizrt, Adobe Creative Suite (Photoshop, Premiere Pro, After Effects), Avid Media Composer, Final Draft, Movie Magic Scheduling and Budgeting, DaVinci Resolve, Google Workspace, Slack, Airtable, Trello, Asana, Dropbox.
- **Production Prep Paperwork:** Line Budgeting and research, shoot scheduling, Insurances, COI, Releases.
- **Organizational and management skills:** Calendar management, Contacts, documents, schedules, forms organized in Dropbox, Google Drive.

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## PRODUCER- UNIVISION, SAN ANTONIO, NOV 2024

- Produce local newscasts and informational programs for distribution across digital and traditional platforms.
- Structure and develop local newscasts, including content planning, scriptwriting, copy editing, in-studio operations, and graphic requests.
- Coordinate live broadcasts with directors, production teams, and reporters, emphasizing local coverage.
- Lead control room operations during live newscasts, continuous coverage, and breaking news events relevant to the local community.
- Ensure the quality, consistency, and relevance of content and style for local newscasts.
- Develop original story ideas tailored to the interests and needs of the local audience.
- Leverage social media tools to promote newscasts and highlight local talent, fostering audience engagement.
- Research local topics of interest and manage guest bookings for programs.

## PRODUCER - ESTRELLA MEDIA, BURBANK, DEC 2023 - NOV 2024

- Responsible for managing an entire newscast, from gathering all elements (packages, VO's, sound bites, copy stories, graphics) created throughout the day to construct a newscast that will enlighten and engage our viewing audience
- Directing the production and technical crew in the control room to ensure that the newscast is executed cleanly on air
- Provide creativity, leadership, and vision for designated newscast
- Create rundown that provides smooth composition and flow to the program
- Write and edit copy and make sure the most impactful video is use for editing

## ASSOCIATE PRODUCER/JR. PRODUCER, ESTRELLA MEDIA, BURBANK, OCT 2022 TO JULY 2023

- Responsible for organizing scripts, and gathering material for stories
- Provide day-to-day supervision to and assign work schedules for editors.
- Oversees/Coordinates live interviews with special guests in studio or via Zoom/Skype
- Able to produce/ run shows live, troubleshoot production problems that may arise, multi-task and work in a high pressure fast paced environment with tight deadlines.

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## ASSOCIATE PRODUCER EXPERIENCE

### The Head of Joaquin Murrieta (AMAZON PRIME)

2021

- Collaborated with writers, directors, and other production staff to brainstorm and develop creative ideas.
- Coordinated travel arrangements, accommodations, and scheduling for cast and crew.
- Facilitated the procurement of necessary permits and ensured compliance with local regulations.
- Contributed ideas and feedback during script development and provided support in refining storylines.
- Assisted in script breakdowns and collaborated with the creative team to ensure a cohesive narrative.
- Led the creation of budgets and schedules for comprehensive project management.

### The Final Score (NETFLIX)

2021

- Conducted research to contribute insights for creative development and story enhancement.
- Organized and facilitated meetings with production teams, directors, and other stakeholders.
- Managed and organized essential production documents, contracts, and paperwrk.
- Provided on-set support, addressing immediate needs and troubleshooting issues.

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## EDUCATION

MASTER IN FILM & MEDIA PRODUCTION | Aug 2022 | New York Film Academy, Los Angeles Campus  
BACHELOR'S IN AUDIOVISUAL COMMUNICATION | Aug 2021 | Bogotá, Colombia