

MIGUEL RIVERA



Mobile: (917) 342-2838 ♦ Email: mr@miguelriverahq.com

Profile Summary

Motivated, personable professional with multiple college degrees and a successful track record of supporting executive level management seeks an entry level opportunity within the film/television industry. Entrepreneurial in spirit. Eager to apply grant writing skills to new social enterprises. Talent for quickly mastering technology and tactful with professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent guidelines.

Employment History

FREECODECAMP, NYPL PROJECT CONNECT, NEW YORK, NY.

Software Developer Trainee, 04/2020 to Present

Disciplined student seeking training in full-stack development. Self-taught HTML5, CSS3, JavaScript.

BRONX ACADEMY FOR DRAMATIC ARTS, BRONX, NY.

Grant Writer, Researcher, 04/2015 to 04/2020

Spearheaded development of a dramatic writing training program aimed at unemployed youth and young adults. Networked with potential investors. Researching grant, corporate sponsorship and community partnership opportunities. Researching community planning initiatives to tentatively launch a new theatre and production studio to provide youth with hands on training to work in the entertainment field.

FREELANCE - VARIOUS, NEW YORK, NY.

Freelance Administrative Assistant, 04/2015 to 04/2020

Providing freelance administrative support to various companies and non-profit agencies. Duties include calendar management, reception, screening calls, handling moderate to heavy phone calls, arranging domestic and international travel, word processing, data entry and maintaining inventory of office supplies.

NEW YORK UNIVERSITY, NEW YORK, NY.

Administrative Aide, Tisch School of the Arts, 08/2014 to 04/2015

Oversaw festival entries and submissions. Announced festival contestants and winners. Tracked undergraduate applications, portfolio submissions and artistic review. Recruited and onboarded student workers. Served as work leader to junior clerical support staff. Coordinated advising and registration process for graduate and undergraduate students. Oversaw course evaluations for all graduate and undergraduate classes. Oversaw front desk providing administrative support to faculty, students and visiting artists. Managed advising and registration appointments.

Administrative Aide, University Development and Alumni Relations, 11/2012 to 07/2014

Onboarded executive and administrative staff. Schedule interviews for departmental vacancies. Produced briefings, donor reports and prospect biographies. Introduced and managed new pledge reminder initiative for FAS, NYU to recoup \$9 million dollars. Oversaw the creation of new accounts for the allocation of \$2.9 million and reallocation of \$2.7 million in donations. Monitored departmental budget of \$37,000. Supported fundraising team to raise \$38 million FY 2013 and \$44 million FY 2014.

BIENESTAR, VARIOUS, LOS ANGELES, CA.

Administrative Assistant, Secretary, 07/2011 – 10/2012

Provide administrative support to various companies and non-profit agencies. Duties include calendar management, reception, screen calls, moderate to heavy phone calls, arrange domestic and international travel, word processing, data entry, maintain inventory of office supplies. Submit grant and funding proposals.

NYU ABU DHABI, NEW YORK, NY.

Administrative Aide, 10/2010 – 05/2011

Responsible for assisting four recruitment search committees to staff several academic departments overseas. Monitored activity of complex department budgets and/or grants, and maintained data on spreadsheets. Compared invoices with actual expenditures and investigated, and resolved discrepancies with the budget office. Scheduled interviews and appointments of visiting faculty.

F.E.G.S., CUSTOM STAFFING, BRONX, NY.

Project Assistant, Student Orientation Coordinator, 05/2009 – 10/2010

Provided administrative and timekeeping support to Acting Director, Vocational Rehabilitation Services Unit. Managed 300 client account records, reconciling and verifying client work hours, updating program databases. Created student case files, registered new students for orientation programs, conducted intake and facilitated weekly orientation sessions for new students.

PROJECT ACHIEVE, NEW YORK BLOOD CENTER, NEW YORK, NY.

Vaccine Research Recruitment Consultant, 10/2005 – 11/2007

Recruited at-risk male volunteers for vaccine and behavioral research studies; interviewed, prescreened, and counseled new subjects; educated men on safer sex, STI's, and vaccine research.

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COLUMBIA UNIVERSITY, LIBERAL STUDIES PROGRAM, NEW YORK, NY.

Administrative Aide, Assistant Dean, 09/2000 – 09/2005

Supported the Assistant Dean with tracking student applications; maintained database for students, graduates, and alumni; Greeted guest, students and faculty. Performed extensive data entry, answered phones, and responded to public inquiries. Organized graduate student orientation programs each semester. Ordered office supplies. Processed graduate student registration requests.

COLUMBIA UNIVERSITY, GRADUATE SCHOOL OF THE ARTS, NEW YORK, NY.

Digital Media Fellow, 09/2001 – 05/2002

Managed ten digital video editing stations, consisting of digital video players, Mac G4 CPUs and Mac screens. Performed troubleshooting of software programming. Provided reference services to assist students with editing short films.

Teaching Assistant, 09/2001 – 12/2002

Taught undergraduate students the basic principles of the history, theory and criticism of International Films from 1930 to 1990. Facilitated discussion groups, assigned exam essays, graded papers. Assisted Professor Sarris with preparing class lectures and screening French, and Italian New Wave films.

DONNELL MEDIA CENTER, NEW YORK PUBLIC LIBRARY, NEW YORK, NY.

Information Assistant, 9/1999 – 09/2000

Conducted research on the Center's extensive collection of video titles, 16mm films and rare books on actors, artists, and film production. Provided library reference services to the public, consisting of member patrons, universities, private organizations, non-profits, film festivals and other media organizations. Coordinated weekly film screenings with guest directors, producers and actors.

AMERICAN CANCER SOCIETY, NEW YORK, NY.

Community Mobilizer, 04/1997 – 09/1999

Organized local and state coalitions to enact INTRO 951-A prohibiting tobacco advertisements targeting children. Managed and organized the American Cancer Society's 1st International Conference on Tobacco Control at the United Nations with U. S. Surgeon General, Dr. David Satcher. Launched diversity initiatives for local grassroots organizations and advocacy coalitions to enact tobacco control legislation, such as the cigarette tax increase. Obtained funding through grant proposals to fund training and special events. Assembled testimony and expertise for New York City Council Hearings. Supervised volunteer recruitment drive.

HISPANIC AIDS FORUM – ENTRE HOMBRES PROGRAM, BRONX, NY.

Peer Educator & Volunteer, 06/1995 – 06/1997

Conducted outreach to men at various venues throughout NYC distributing safer sex pamphlets and referrals to social services. Counseled men at risk of contracting STIs to practice safer sex. Recruited and trained prospective volunteers.

PUERTO RICAN ASSOCIATION FOR COMMUNITY AFFAIRS, NEW YORK, NY.

Case manager, Preventive Foster Care Family Counselor, 06/1994 – 06/1995

Responsible for more than 15 court-referred cases in need of family counseling to prevent placement of children into foster care homes and state institutions. Advocated on behalf of clients to increase benefits and social welfare entitlements. Organized and facilitated parent trainings and youth support groups. Implemented substance abuse education program for clients.

Production Experience

09/2009	<i>Director & Producer, 3125 (documentary)</i>	New York, NY
12/2006	<i>Writer, Director & Producer, BABY PLAYERS</i>	New York, NY
03/2005	<i>Production Assistant, THE DRESS (Dir. Pawel Grajner)</i>	New York, NY
08/2005	<i>Director & Producer, DARKNESS AT NIGHT</i>	New York, NY
06/2004	<i>Writer & Producer, BACHELOR OF RHYMES</i>	Havana, Cuba
02/2002	<i>Director & Producer, ONE NIGHT STAND</i>	New York, NY
01/2002	<i>Writer, Director & Producer, MY BABY NICKI</i>	New York, NY
10/2001	<i>Writer, Director & Producer, SWEET TOOTH</i>	New York, NY
09/2001	<i>Writer, Co-Director & Producer, AMERICA SURVIVING</i>	New York, NY
11/2000	<i>Writer, Director & Producer, BEN & SARAH</i>	New York, NY

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Awards & Honors

CATALYST CONTENT FESTIVAL, DULUTH, MN
Finalist, 10/2022

ABC DISNEY PRODUCTION ASSOCIATES, LOS ANGELES, CA.
Semi Finalist, 05/2010

BRONX RUNNER (FEATURE LENGTH SCREENPLAY), NEW YORK, NY.
Writer, 06/2005 - Columbia University Film Festival, Faculty Selects Screenplay Competition.

BACHELOR OF RHYMES, (SHORT), HAVANA, CUBA.
Writer & Producer, 06/2004 – Eastman KODAK \$10,000 Grant, El Festival Internacional de Cine de Morelia, Sin Fronteras Film Festival, Fifth International Voladero Film & Video Festival.

COLUMBIA ORGANIZATION OF RISING ENTREPRENEURS, NEW YORK, NY.
Finalist \$2,000 Grant Recipient, 04/2002

ROCK STEADY, (SHORT), NEW YORK, NY.
Associate Producer, 09/2002 - New York International Latino Film Festival.

WORLDSTUDIO FOUNDATION, NEW YORK, NY.
Diamond \$5,000 Grant Recipient, 09/2001 – 05/2002

AMERICA SURVIVING 9/11, (SHORT), NEW YORK, NY.
Writer, Co-Director & Producer, 09/2001 - NBC, MSNBC, NBC Los Angeles, NBC Seattle, Readers Digest.

NATIONAL HISPANIC FOUNDATION FOR THE ARTS, WASHINGTON D.C.
Scholarship Recipient, 09/2000 – 09/2002

HISPANIC SCHOLARSHIP FUND, SAN FRANCISCO, CA.
Scholarship Recipient, 09/2000 – 09/2001

Education

COLUMBIA UNIVERSITY, SCHOOL OF THE ARTS – NEW YORK, NY
Master of Fine Arts Degree in Film, 2005

UNIVERSITY OF CONNECTICUT – STORRS, CT
Bachelor of Arts Degree in English, 1994

UNIVERSITY OF CONNECTICUT – STORRS, CT
Bachelor of Science Degree in Human Development & Family Relations, 1994

Skill Summary

Proficient in Mac & PC Operating Systems: Microsoft Word, Excel, Outlook, PowerPoint, Access. Filemaker Pro, Adobe, Final Cut, Advance AWA, Google Chrome, Gmail: Social Media - YouTube, Facebook, LinkedIn, Twitter: Web Development – HTML5, CSS3, JavaScript. Heavy data entry: Video Editing, Screenwriting and Grant writing: Handling moderate to heavy phones (e.g., answering, initiating conference calls): tracking calls. Bilingual – Spanish.