



ISIS CRISTAL LEYVA

CONTACT

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SKILLS

- Mac caption, Microsoft PowerPoint, Microsoft Excel.
- Microsoft Word, Pro tools, Adobe photoshop.
- Strong Organizational skills. Great Time Management.
- Reliable and Flexible.
- Great Communication Skills.
- Bilingual –English and Spanish Semi-Portuguese

Creative skills

- Developed digital and physical artwork and artistic content across numerous platforms.
- Meeting with clients to talk about ideas, what they want and collaborate on design.
- Live body painter, mural artist, canvas painter, visual creator.
- Singer | Song writer | Voice Over Actress TV & Radio Presenting.
- https://doblaje.fandom.com/es/wiki/Isis_Cristal_Leyva

TRAINING

- Trained to master radio and TV basics like announcing, news broadcasting and sports announcing, and gain expertise in performance skills, interviewing techniques, news writing and audio/video production.
- Trained to shoot TV on location, broadcast live, and produce and direct.
- Exposed to plenty of hands-on opportunities to become proficient at technical basics.
- Lee Strasberg Method | Miami Acting | Miami Voiceover/ Lipsync | The Kitchen | Miami Meisner Method and Technique

EDUCATION

CITY COLLEGE - ASSOCIATE OF SCIENCE DEGREE - BROADCASTING FORT LAUDERDALE, FL 2012 - 2014

SUMMARY:

A highly organized and detail-oriented professional with exceptional customer service skills and administrative experience. I aspire to set creative standards and objectives to inspire and develop new and unique concepts with my talent and strong sense of knowledge and experience in the news and entertainment business.

WORK EXPERIENCE

REPORTER

WRPB Feb 2024 - Present

- Collect, verify and analyze thoroughly newsworthy information
- Assemble findings into a stable story
- Write and deliver news stories with the reader's perspective in mind
- Publish or broadcast news stories
- Receive assignments or investigate news leads/tips
- Abide by journalism's ethics and codes
- Contact, interview and research sources
- Maintain notes and audio recordings
- Cooperate with reporters, chief editor, producers etc

ASSOCIATIVE PRODUCER

Somos TV, Dec 2019 - May 2023

- Creates, reformats and edits captions for videos distributed on a variety of platforms.
- Working along with the producer to develop program concepts and ideas
- Translates content from a foreign language.
- Manages the timing and placement of subtitles, and comparing subtitles to official scripts.
- Reviews quality control reports, researching content being subtitled, and adjusting the placement of captions when necessary to preserve more of the base content.

CASTING MANAGER

The Kitchen LLC, May 2015 - Dec 2019

- Implemented an innovative scheduling method that significantly improved the production department's ability to meet deadlines
- Successfully managed a weekly workload of over 300 hours in scheduling bookings for the dubbing directors.
- Developed comprehensive guidelines, reels, voice libraries, and SOPs, while ensuring the smooth continuation of services.
- Played a pivotal role in interconnecting various departments, including production, operations, media hub, accounting, voice talents, and talent agencies.
- Oversaw projects within major network accounts such as NBCU, NBC UK, MTV, Univision, BBC, and ViacomCBS.
- Collaborated with the Director of Operations and the Production Director to create and establish a strategic direction for delivering audio, subtitles, and graphics for large broadcasting and media companies.
- Worked with the Executive Sales team to determine internal costs and capacity, managing client expectations by outlining necessary requirements for successful implementation.