

Ms. Airam Cordido

SPANISH◊FRENCH◊ENGLISH PRODUCTION COORDINATOR / ASSISTANT TO PRODUCER

+9 years experience; specialized in International Projects

Fields of specialization: Field production, Line production, Business plan writing, Production management, Accounting, Legal/Law, Graphic design and Advertising.

Also Trilingual Translator-Interpreter / Project Manager listed at the French Consulate of Los Angeles.

Currently under review for a Title III security clearance for Spanish > English and English > Spanish.

EXPERIENCE IN FILM & T.V. PRODUCTION & FINANCE:

- **BUSINESS PLAN & GRANT WRITER / FINANCIAL ANALYST (2005-2014)**
BUSINESS PLAN WRITER: several feature films, start-up businesses (market research, financial spreadsheets, crew resumes)
INTERNATIONAL GRANT WRITER: several documentaries, short films, schools and vocational training programs.
FINANCIAL ANALYST: analysis of finances, economic trends, business news and companies strategies for private clients
- **PRODUCTION SUPERVISOR / COORDINATOR / PROJECT MANAGER (2008-2014)**
⇒ GREEN DOG FILMS: U.S.-Colombian feature films: Broken Kingdom, starring Rachel Leigh Cook and Seymour Cassell, directed by Daniel Gilles of The Vampire Diaries and The Originals. Filming Broken Kingdom throughout Bogota and Los Angeles. Also the documentary about the making-of and how the film was financed. Other projects include working with Diego Ramirez at 64A Films (*Perro Come Perro, Escobar series*) in which Green Dog Films is producing a 5 picture-English language horror film slate to shoot entirely in Colombia, with producing partner Deborah del Prete (*Green Street Hooligans, The Wedding Planner, The Spirit, Ender's Game*).
⇒ NATIONAL GEOGRAPHIC MUNDO: Dr. VET L.A. T.V. SERIES – Seasons 1 & 2: casting, scouting, crew scheduling & management, office management and filed producer during filming.
⇒ MUSIC VIDEOS, SHORT FILMS, COMMERCIALS, INFOMERCIALS, BOOK PRODUCTION....
- **LINE PRODUCER - EXCEL SPECIALIZED / FIELD PRODUCER (2005-2014)**
TRANSMISSION INC., GREEN DOG FILMS, AZUL PROFUNDO FILMS, CHICAS PRODUCTIONS, CRIOLLA FILMS
⇒ “BRIEF STORY OF VENEZUELA” 3’52 animation by P. Guex (Venezuela)
⇒ “DIALOGO DE SORDOS” feature documentary by V. Mujica (France/Venezuela)
Awards: 42,000 Euros from C.N.C & “Best documentary” BHLIFE festival in L.A.
⇒ “LORD FUNK’s HUNT” documentary TV series, 40 episodes, by M.A. Payen (France)
⇒ “ZAMUROS WAY” feature film by J. Mujica (Venezuela)
⇒ “LA TIERRA DE LOS HOMBRES” feature documentary, by A. Lecouturier (Belgium)
⇒ “ROOM No.9” feature documentary, directed by A. Wallace (U.S.A.)
⇒ “AFTERGLOW” short film, directed by E. Linnetz (U.S.A.)
⇒ “ALICIA” feature film by F.Veliz (U.S.A)
⇒ “EL PUTCHIPUU” feature documentary by Y. Cordido (Venezuela)
- **ASSISTANT TO PRODUCER / PRODUCTION ACCOUNTANT (2005-2014)**
TRANSMISSION INC., GREEN DOG FILMS, AZUL PROFUNDO FILMS, CHICAS PRODUCTIONS, CRIOLLA FILMS
⇒ several feature & short films, TV shows, advertising, music videos and documentaries
⇒ “THE ROCKIN’ COOKIN’ TOUR” TV Show, 10 episodes by E. Launay (France/U.S.A.)
⇒ “PEACE’N’FOOD”, cooking book Ed. Alternatives, by E. Launay (France)
⇒ “MA DETOX MADE IN HOLLYWOOD”, cooking book Ed. Marabout, by E. Launay (France)
- **1st. A.D.: (2005) “VENAKITE” Real TV, 14 episodes, 4 cameras, by J. Mujica (Venezuela)**
- **INTERNATIONAL BANKING: EQUITY DERIVATIVES MARKET, MIDDLE-OFFICE OPERATOR (2001-2003)**
SOCIÉTÉ GÉNÉRALE: French International bank, Equity Derivatives dept., Middle-Office desk, New-York stock
Approximation between the results of the operational management and the assessed results respecting rules of current appraisal for the market risky operations included change risks. Approximation between the results of the daily controls and payment; Tickets and contracts management; Accounting, balance sheets, income statements, bank reconciliations with back-office & accounting depts. Monthly/Quarterly: Countable publications; Annual: PNB

- **INTERNATIONAL BANKING: EQUITY DERIVATIVES MARKET, BACK-OFFICE OPERATOR (2000-2001)**
CRÉDIT LYONNAIS: French International bank, Equity Derivatives dept., Back-Office desk, Paris stock Montage and Swap's setting index-linked in coverage of risks; Approximation between the results of the daily controls and payment; Tickets and contracts management; Supervisor of the management software used, with the IT department for accounting functions; Accounting, balance sheets, income statements, bank reconciliations with middle-office & accounting depts.
 - **PROFESSIONAL INTERNSHIPS (1999-2000)**
COFACE "Compagnie Française d'Assurance pour le Commerce Extérieur" (6-month, 2000). Int'l operating credit insurer
Economic studies writer: all latin-american market, detailed and comprehensive analyses of country, sector and credit risks on a country's businesses
Credit insurance operator: risk underwriting, information and claims, receivables collection & factoring
- FIRSTINVEST.COM: French financial media on the Internet, (6-month, 1999).** Specialized in stock trends
FINANCIAL ANALYST IN HOUSE WRITER, FRENCH STOCK, NEW MARKET TECH COMPANIES & START-UP Daily analysis, reports & reviews published online (+/- 60 companies in portfolio)

EXPERIENCE IN LANGUAGES:

TRANSLATION PROJECT MANAGEMENT (2008-2014)

- Managing the entire life-cycle of projects in multiple language.
- Well versed in multiple delivery formats including word, PDF, Trados, PPT, video, audio transcriptions.
- Direct liaison between client and team of translators, editors, DTP specialists.
- Responsible for hiring in-country project managers for large scale multiple language projects.
- Direct creation and management of budgets, timelines, and comprehensive spreadsheets to manage workflow between translators, editors and project managers.

DIRECTOR OF OPERATIONS FOR FRENCH & HISPANIC MARKETS (2010-2014)

World Language Communications

Translator recruitment, marketing, workflow management and supervision of day-to-day operations for French and Spanish markets including French Canada and Spain.

TRANSLATION/INTERPRETING, NON-EXHAUSTIVE LIST OF CLIENTS: (2003-2014)

- **GOVERNMENT, LEGAL, FOREIGN AFFAIRS**
Dept of Justice, Dept of the Interior, Dept of Defense, FBI, DEA, Homeland Security, Federal Communications Commission (FCC), US Army, French Embassy in Caracas (Venezuela), French Embassy in Los Angeles, CA (USA), Venezuelan Embassy in Paris (France), Venezuelan Embassy in San Francisco, CA (USA), Ministry of Culture of Venezuela, Ministry of Education of Venezuela, Ministry of Culture of France, Visa Office of Venezuela, Visa Office of France, Ministry of Tourism of Venezuela, Ministry of Seychelles Islands, Ministry of Environment of Colombia.
- **BANKING/INTERNATIONAL FINANCES, ECONOMICS, BUSINESS, ACCOUNTING, INSURANCE**
Federal Trade Commission (USA), Credit Lyonnais Bank (France), Societe Generale Bank (France), Dexia Bank (France), BNP Paribas Bank (France), Credit Agricole Bank (France), Banco Santander (Venezuela), Citibank (Venezuela), Banesco (Venezuela), Firstinvest.com (France), Mastercard (USA), COFACE (France), AXA (France), Bureau Veritas (Venezuela), Seguros Caracas (Venezuela) => Business plans for start-up companies (France, Venezuela, USA), Business contracts and court judgments, accounting, balance sheets, income statements, monthly/quarterly countable publications, annual: PNB, economic studies (all latin-american market, detailed and comprehensive analyses of country, sector and credit risks on a country's businesses), news publications, marketing documents
- **ADVERTISING / FILM / T.V.**
Various film scripts & subtitling for production companies AGORA Films (France), AZUL PROFUNDO Films (Venezuela), CHICAS PRODUCTIONS (France), REVEILLE Films (France), ATELIERS PRODUCTIONS (France), MAT Films (France), FILMS DU REQUIN (France), advertising scripts for AD Talks (Brazil), JOHNSON & JOHNSON (USA), AIR FRANCE (Venezuela), L'OREAL (France), PEPSI CO (Venezuela), HAWAIIANAS (Brazil), LITTLE CAESARS HOT & READY PIZZA (USA), Renault (Venezuela), film business plans for the C.N.C. (French film commission), for the C.N.A.C. (Venezuelan film commission), for LCIE Entertainment (Dubai), marketing and distribution documents, synopsis, artists resumes, art exhibition docs: CARAVANSERAI (USA), 2014 marketing study for MAC DONALD'S (USA), news publications, websites, mobile apps.
- **I.T. / MOBILE APPS / WEBSITES / INTERNET / GAMING & VIDEO GAMES / COMPUTERS**
Mobile apps: American Dad app and mobile game, Low Income Home Energy Assistance Program (LIHEAP) app for the PGW, COMMUNITAKE app, Mobogenie app, ComicCon app, QuizUp app, Pizza Hut app, Wunderlist app; **Websites:** chainreactioncycles.com (SPA), caravensarai.com (ENG), maruherandez.com (FR-ENG), vistapointmovieset.com (FR-SPA)

- **FOREIGN AFFAIRS / ACADEMICS** for French & Venezuelan Consulates
Birth, marriage, divorce, wills & death certificates; Legal contracts, real estate lease and property papers; Academic transcripts & Diplomas High School/College/University, Resumes; Criminal records, depositions, police reports, security clearances, court judgments; Visa, green card, ID cards, Passports, immigration and naturalization papers; Financial statements, powers of attorney; Medical statements/records, health cards, immunization records; Child adoption agreements, No impediment to marriage, parent's consents; Name change certificates; Employment records, recommendation letters; Correspondences.
- **DESKTOP PUBLISHING (DTP)/GRAPHIC DESIGN**
Mac Donald's (USA), HAVAINAS (Brazil), L'OREAL (France), AD Talks (Brazil), A&B (Venezuela), Criolla Films (USA)
- **VOICEOVERS**
Spanish and French voice-overs for several projects in the USA (short-films, movies, documentaries, news, advertising, Internet)

TEACHER/DIALOGUE COACH, PARTIAL LIST:

- **TEACHING EXPERIENCE**
In Paris (France): Spanish private tutor. In Caracas (Venezuela): French and Spanish private tutor at the "Lycee Français" and French teacher at the "Alliance Française". In Los Angeles, CA (USA): French teacher at the "Alliance Française, Spanish private tutor, French Art summer school teacher at the "Clairefontaine school" in Venice Beach, CA (USA).
- **ON SET TRANSLATOR / DIALECT COACH**
On several French shootings in Venezuela and lately in several bilingual English-Spanish commercial shootings in Los Angeles (LITTLE CAESARS HOT & READY PIZZA, TARGET + Infomercials for all Latin-American countries)

HARWARE/SOFTWARE, PARTIAL LIST:

- **MAC OSX & WIN XP, Internet savvy, Mac guru, web designer, strong knowledge of social networking.** MS Office (Word, Excel, Powerpoint), Google Toolkit, Adobe Acrobat Reader Pro, Adobe Creative Suite (Photoshop, Indesign, Illustrator, GoLive), Dream Weaver, iWork (Pages, Numbers, Keynote), iLife (iPhoto, iWeb, iMovie), Axiom Budgeting, Axiom Scheduling, Financial banking softwares (50,000-line Excel macro spreadsheets), Quickbooks, Final Draft, Bento, FileMaker Pro, Skype, FaceTime
- **CAT Tools: Trados, Omega T, WordfastPro, Swordfish**

EDUCATION & DIPLOMAS:

- **FILM & TV PRODUCTION, Paris, (France) 2004-2005.**
1-Year French Vocational Training Diploma in Film & TV Production, Major in Line Producing/Film Accounting (888 hours total) at French Private Film School "Institut International de l'Image et du Son (3is)
Award: 22,000 Euros Grant from the French Government
- **TRANSLATION & INTERPRETING, Caracas, (Venezuela) 2003.**
1-Year Trilingual Translation & Interpreting Certificate, Major in English, French and Spanish languages at UCV University
- **ECONOMY & FINANCE Paris, (France) 1994-2000.**
***5-Year Master of Advanced Studies in Management Business Administration ("DESS")**, Major in Corporate Management in Iberian & Latin American Markets at Université Paris IV Sorbonne
***4-Year Master Degree Diploma in Economy ("Maîtrise")**, Major in Finance at Université Paris X Nanterre
***3-Year Degree Diploma in Economy ("License")**, Major in Finance at Université Paris X Nanterre
***2-Year General Academic Studies Double Degree Diploma in Economy and Spanish language ("Bi-DEUG")** Major in Finance at Université Paris X Nanterre
- **HIGH SCHOOL Caracas (Venezuela) 1992-1993.**
7-Year French High School Diploma ("Baccalauréat C") Major in Mathematics & Physical Sciences at Colegio Francia

SOCIAL MEDIAS PROFILES:

- Pro Z profile: <http://www.proz.com/profile/1202401>
- LinkedIn profile: www.linkedin.com/in/airamcordido