



■ MULTI MEDIA PROJECT MANAGER

■ PHOTOGRAPHER & VIDEOGRAPHER

### ABOUT

Monica Delgado is a versatile Multimedia Project Manager with 2 years of dedicated experience in project management. With a solid foundation built on 4 years of expertise in photography and videography, she brings a unique blend of creative vision and strategic leadership to every project. Beyond her core skills, she also possesses experience in graphic design and immersive media.

### SKILLS

- Lighting Techniques      Color Correction
- Graphic Design            Video Editing
- Client Management      Digital Photography

### EDUCATION

- **BACHELOR OF EMERGING MEDIA PRODUCTION**
- **MINOR IN PHOTOGRAPHY & VIDEOGRAPHY**
- CALIFORNIA STATE UNIVERSITY NORTHRIDGE
- BISHOP ALEMANY HIGH SCHOOL

### TOOLS

- Google Workspace
- Adobe Software
- DSLR & Mirrorless Camera Operation

### EXPERIENCE

2022 - Present

#### INTERSECTLA

MULTI MEDIA PROJECT MANAGER / PHOTOGRAPHER & VIDEOGRAPHER

- Developed comprehensive project plans outlining scope, objectives, timelines, resources, and deliverables for multimedia projects.
- Coordinated cross-functional teams to ensure alignment and smooth workflow.
- Facilitated clear and transparent communication with stakeholders and clients, to provide updates, gather feedback, and manage expectations.
- Monitored project timelines and milestones to keep projects on track.
- Captured high-quality photographs and videos for a wide range of projects, including events, portraits, product shots, and promotional content.
- Maintained and organized a digital asset library, including raw files, edited photos, and video footage, to facilitate easy access and retrieval of media assets for future use.
- Conducted pre-production planning, including location scouting, shot list creation, and equipment preparation, to ensure smooth execution of photo and video shoots.

03/2022 | 07/2022 | 08/2022

#### FREELANCE : SAVANNA RUEDY

PHOTO/ VIDEO ASSISTANT

- Assisted photographer during shoots, including setting up equipment, lighting, and ensuring the smooth operation of the shoot.
- Managed and organized equipment inventory, including cameras, lenses, lighting gear, and accessories.
- Assisted in the taking of b-roll footage and interview footage.