

# FERNANDA VEGA

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## Skills

Adobe Suite

Da Vinci Resolve

Graphic Design

Administrative Support

Google Workspace

Avid

## Languages

English – Native

Spanish – Native

## PROFILE

Organized and dependable team player with experience in post-production and administrative workflows. Comfortable juggling tasks, keeping projects on track, and supporting teams in fast-moving environments. Known for clear communication, attention to detail, and a collaborative attitude.

## EXPERIENCE

### Interim Vault Assistant

06/2025–Present

*Cosmo Street Editorial – Los Angeles*

- Maintains accurate metadata, file structures, and naming conventions to ensure smooth editorial workflow.
- Familiarity with industry-standard software and tools.

### Production Assistant

02/2022–Present

*Freelance – Los Angeles*

- Manages multiple tasks with a proactive can-do attitude.
- Communicates and collaborates efficiently across departments.
- Anticipates the needs of production leadership and takes initiative to go further.

### Interim Studio Manager and Assistant

03/2025–Present

*Electric Pony Studios – Los Angeles*

- Manages inventory and supplies, ensuring timely delivery for continuous project work.
- Delivers exceptional customer service during productions hosted at the studio space.

### Intern Program Coordinator and Video Editor

06/2024–08/2024

*Mindatorium – Los Angeles*

- Streamlined intern onboarding process, enhancing team efficiency.
- Edited short interviews that aligned with the company's message and mission while managing publishing platform for seamless content distribution.

## EDUCATION

**Loyola Marymount University — Bachelor's Degree in Film & TV Production**  
**2024**

*Summa Cum Laude*