



Doris Bardales

Represented by **The NWT Group**

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817-987-3600

<https://NWTgroup.com/client/dorisbardales>

Skills and Certifications

- Fluent in Spanish and English (written & spoken), iNews, Donovan, MediaOcean, Adobe Premiere, Telemetrics Robotic Camera, Xpression, Microsoft Office, Audacity
- 6-week Adobe Premiere editing software course
- Production Certification Course - MNN January 2014
- Completed 8 month production course and became a certified producer at MNN
- Learned to operate Sony HXR camera and worked with green screens, sound and lighting
- Learned best practices in assembling equipment for live scenes in a fast paced environment
- Took a 6-week Final Cut Pro editing course

Education


City University of New York – Queens College 2011
Bachelor of Arts, Media Studies
(Concentration in Journalism)

Affiliations

- NAHJ (National Association of Hispanic Journalists)
- IBREA
- Las Comadres
- NYRR (New York Road Runners)
- DPHIE (Delta Phi Epsilon)

Social Media

 DeBardales

 @DorisBardales

EXPERIENCE

NY1 Noticias, New York, NY

MMJ

June 2019 – Present

Manhattan Neighborhood Network Production Studio

Dec 2016 – June 2019

Producer/Content Creator

- Produce and host lifestyle segment, “Conectate Con Nosotras,” a 28-minute show focused to empower the next generation of Latina women
- Write script for teleprompter, curate assets for run-of-show, shoot b-roll with Canon DSLR, record audio with Rhode microphone and edit show using Adobe Premiere
- Book, prepare and interview guests for in studio and Skype interviews
- Create promos, teasers and scheduled posts for both FB & IG

Dec 2016 – June 2019

Floor Manager

- Volunteer as floor manager for the live show “Punto de Vista,” working between host and control room to manage timing, asset inclusion and incoming calls from viewers
- Frame camera shots on main camera and Telemetrics robotic camera

Cielo Gala 2017 & LULAC Gala

May 2017 & June 2018

Production Assistant

- Worked alongside Executive Producers in managing the entire run-of-show and after-party
- Acted as main point of contact for hosts, honorees, speakers and entertainers in a fast paced environment
- Helped to build key relationships for business development purposes

IBREA Foundation/BrainWorld Magazine

Aug 2016 – Nov 2016

Project Coordinator/Marketing

- Worked closely with public officials and government institutions in the US and El Salvador to coordinate international humanitarian efforts on behalf of executive leadership at IBREA
- Spearheaded business development efforts for BrainWorld Magazine, which included creating and managing a book of business and documenting all stages of outreach using Excel
- Initiated outreach efforts to re-engage inactive subscribers and sent monthly newsletters using MailChimp
- Translated at The UN and traveled to El Salvador to help pioneer IBREA's flagship project focused on holistic wellness in underdeveloped countries, and instructed classes of up to 100 people

Estrella TV

March 2014 – Aug 2016

Network Ad/Local Spot TV Coordinator

- Managed posts, deliveries, allocations, invoices, makegoods and program changes for over 40 well-known brands and agencies
- Ensured good communication and smooth workflow between advertisers, planners, and production team