MELISSA RUIZ

DIGITAL FILM PRODUCTION STUDENT

PROFESSIONAL SKILLS

- Proactivity
- Clear communication
- Punctuality
- Organization
- Time management

SKILLS

- Advanced proficiency in Google Workspace
- Advanced proficiency in Microsoft Word
- Design skills using Canva
- Working knowledge of Adobe Premiere Pro and Adobe Lightroom

LANGUAGES

- Spanish (Native)
- English (B2)

PROFILE

My professional focus is on production, driven by my interest in project planning and organization. I have developed skills and competencies that have allowed me to grow professionally within the media and production industry. I have worked with the recognized Monterrey-based director Janett Juárez on her stage production "Adiós, Viernes", as well as with producer Natalia Juárez on the film "Sobre el río".

ACADEMIC BACKGROUND

Bachelor's Degree in Digital Film Production
Universidad de Monterrey (UDEM) | August 2022 – December 2026

- Fundamentals of Film Production, Production Management and Administration, Legal Framework of Entertainment and Culture.

WORK EXPERIENCE

PurpleRed| August 2024 - December 2024, Intern
Production Assistant / Account Executive Assistant

- Contact with influencers for project promotion
- Follow-up on brand schedules and pending items
- Identification of production needs for audiovisual projects
- Administrative tasks for advertising projects

Lyra Entertainment| August 2023 - November 2024
Assistant director - "Adiós, Viernes"

- Scene blocking memorization and assistance
- Line prompting and dialogue support for actors
- Planning and organization of rehearsal schedules
- Preparation of rehearsal spaces

FILMOGRAPHY

Entremés (2026) | Fiction Short Film (In post-production), Dir. Ximena Flores
Producer

Emma (2025) | Fiction Short Film (In festival circuit), Dir. Fernanda García
Producer

Seré Famosa (2025) | Fiction Short Film (In post-production), Dir. Fernanda Garza
Line Producer

Sobre el río (2024) | Feature Film (In post-production), Dir. Ismael Nava Lejos
Production Office Assistant