

**Vanessa Suarez**  
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123 21st Street #1790, New York, NY

### Professional Profile/Objective

Enthusiastic lead production assistant with experience on two of the nation's leading cable news shows. Proven manager who is well known for dependability, attention to detail, and an expertise in production planning, live filming, and speedy post-production.

### Professional Experience

**Lead Production Assistant, "The Rachel Maddow Show," MSNBC, New York, NY**  
*September 2015 – Present*

- Track development and production of pre-recorded segments
- Pitch, research, and obtain legal clearances for guest segments
- Train and delegate work to five junior production assistants
- Serve in lieu of assistant producers for as long as one week at a time

**Production Assistant, "Erin Burnett OutFront," WarnerMedia (CNN) New York, NY**

*November 2011 – August 2015*

- Coded video and created banners under extremely tight deadlines
- Assisted with voiceovers and soundbites
- Produced social media/digital content for the show
- Worked in the control room and ran prompter during live shows

**Production Assistant, WSB TV News, Atlanta, GA**

*June 2009 – November 2011*

- Cut tape using Premiere and Avid
- Researched and fact checked stories
- Pitched engaging stories for daily segments
- Dubbed and archived footage
- Assisted with both live and prerecorded news productions

### Education

**Bachelor of Sciences in Radio, Television, and Film**

*THE UNIVERSITY OF TEXAS, Austin, TX, September 2011*

### Key Skills/Knowledge Areas

- Interpersonal skills
- Problem solving
- Social media for business marketing
- Video editing
- Project management
- Live productions