

AMMY ONTIVEROS

CONTENT CREATOR /
VISUAL STORYTELLER

Who?

As a Studio Coordinator at OFFICEUNTITLED (OU), I lead the day-to-day office operations and maintain a high standard of quality for office organization and presentation, both in the physical office and digitally for internal + external communications.

I have over 7 years of customer service experience, 4 years in leadership position roles, and 3+ years of project management, all in various creative administrative offices in Los Angeles.

I have worked in various creative administrative roles striving in a role with a fast-paced flow. I enjoy it when my work can utilize my creative/people skills while uplifting company culture within a team environment.

Contact

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Expertise

Adobe Premiere Suite
(Photoshop + Premiere)

Event Planning

Mircosoft Office
+ Google Suite

Vendor Relations

Community Engagement

Budgeting Proposal
+ Tracking



Experience

Studio Coordinator

Aug 2022- present

OFFICEUNTITLED

- Work with Marketing team to create and compile social media content, as well as collaborate with team members to get feedback for final edits before publishing.
- Use Premiere Pro to
- Work closely with the Executive Assistant to the Partners on overall calendar and office management, and the execution of inter-office and client-facing events.
- Support and maintain content calendars, following up with leadership and vendors to confirm availability.
- Organizing and build workflow for Marketing support (making sure files are easily accessible and are in appropriate folders for specific team viewing).
- Uphold and elevate company culture by planning staff experiences (both in and out of office), including planning happy hours, guest presentations, wellness incentive nights, and other community building exercises.

Rick's Produce Market

January 2021-April 2022

Copy Writer + Social Media Content Creator

- Sole content creator behind Rick's Produce Facebook + Instagram page, including launch of TikTok page.
- Manage and oversee 2 social media platforms with a 70% increase in followers / engagement.
- Work closely with management to shape messages and content for digital marketing.
- Creating new ideas for features/sales and executing them.
- Create monthly graphics for physical instore displays to increase sales for seasonal produce.
- Work with team members to source, produce, and write content for visual mediums. Track via Instagram or Google Drive.

Venue Manager

April 2018-March 2020

THYMELE ARTS

- Launched Social Media Brand Kit and Promotional Materials (brochures, studio photos, visual studio tours) working with the Artistic Director for feedback and clarity in brand voice.
- Designed website (WIX) and crafted monthly newsletters (Mailchimp) while working closely with the Artistic Director. Monthly newsletters received a 15% increase in social media/business engagement.
- Working with vendors on a daily basis to source visual content for our metabase via GoogleDrive for content batching.
- Manage reservations and communicate with clients before rental date to establish the needs of both parties, including follow up to close out any discrepancies, client feedback, or book future rentals.

Education

CSULB

Theatre Arts - B.A.

- Performance + New Development emphasis
- Norris Grant Winner

Santa Monica College

Open Enrollment

- 2023
- Courses include: Content Creation 101, 201