

# Keyla L. Matias

Altamonte Springs, FL

Remote| Willing to Relocate

407.257.4212

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## Languages

English, Spanish

## Skills

Team Leadership  
Project Management  
Creative Writing  
Story Development  
Recruitment  
Third-Party Partnerships  
Contracts

## Organizations

**Women in Film & Television- FL**  
*Member*

**Gaming Accessibility Conference**  
**2019-** Volunteer

**Xbox Women in Gaming Rally**  
**GDC 2019-** Volunteer

**48hour Film Project-Orlando, FL**  
**2018** -Speaker

## Technical Certificates

**Digital Video Fundamentals**  
*Summa Cum Laude*

**Video Editing and Post Production**  
*Summa Cum Laude*

Self-starting administrative production professional bringing over a decade of client focused managerial experience looking for an opportunity to transition towards creative production at a progressive media company.

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## Experience

### Self-Employed: Freelance Production Services

October 2016 - Present

- Contract based Production Coordinator/ Production Assistant in the commercial, independent film, live stream, documentary & corporate show space
- Coordinate PM needs as directed including additional crewing, organized maintenance of hiring and show paperwork, creation and mass cross departmental communication of call sheets and zero hour changes
  - Expeditiously sourcing and retrieving vital production supplies within time and budget constraints while tracking and logging expenditures
- Anticipating, communicating, and proactively meeting production crew and set needs
- Ensuring compliance of Union policies and CDC Guidelines
- Delegating tasks to additional PA's as directed by PM

### Microsoft Mixer - Contract / Talent and Partnership Onboarding

May 2019 - July 2020, Remote/Redmond,WA

- Managed the Mixer Partnership Onboarding process for a live streaming network of 2.25M streamers
- Conducted Quantitative Statistical Analysis, Content & Show Quality Review and on organic, third-party, brand & high profile applicants
- Successfully implemented an improved vetting system targeting false viewership analytics and high risk content
- Created and updated external communications documentation
- Carried out cross training, new hire training, and regularly coached team on process flows and best practices
- Spearheaded new CRM environment UI and workflow design for Onboarding Pipeline

### ProductionHub / Production Support Coordinator

July 2017 - May 2019, Winter Park, FL

- Successfully implemented multiple safety protocols resulting in immediate sitewide decrease of malicious persons and scam activity
- Coordinated Media & Event Partnership contracts and exchange of services with trade shows, film festivals, nonprofits, and seminars nationwide
- Executed Full Service Crewing for various productions across multiple budget types
- Created client relationships regarding additional opportunities to increase their outreach on ProductionHUB, generating advertising, job, and crewing sales

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## Education

### Associates in Science for Digital Cinema & Television Production

Seminole State College | Sanford, FL 2016-2018 | Magnacumlaude

### Associate in Arts for General Education

Seminole State College | Sanford, FL 2009-2011 | Cumlaude