

# Maritza Villela

## CONTACT



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Columbia, SC



/maritza-villela

## EDUCATION

M.A. in Journalism  
Craig Newmark Graduate School  
of Journalism at CUNY  
2016–2017

B.F.A. in Television and  
Broadcast Journalism  
Chapman University  
2011-2015

## SKILLS

- **Hardware:** Panasonic HMC150, Marantz 661, Virtual Reality  
360 cameras: Samsung Gear 360, Omni 360  
Relevant Skill
- **Software:** Final Cut Pro, AVID, Adobe Premier, iNews, Protools, VoxPro, Op-X Radio Automation, Wirecast, Wordpress
- **Web Development:** HTML, CSS and JavaScript
- **Languages:** English and Spanish

## PROFESSIONAL EXPERIENCE

News Producer

Telemundo Austin | Austin, Texas | June 2018- July 2020

- Produced the daily 5pm newscast. Duties included: building the newscast, assigning reporter stories, writing anchor scripts, approving reporter scripts and social media posts, setting up interviews with in-studio guests, building graphics, writing news tickers. I also had opportunities to produce stories and do morning Facebook Lives to talk about the stories of the day.

Alumni Newsletter Writer

Craig Newmark Graduate School of Journalism at CUNY | New York, New York | November 2017-February 2020

- Wrote the quarterly alumni newsletter. Duties included building relationships with alumni to follow their careers after graduation, interviewing spotlight alums, attending events and taking pictures, and building the newsletter on Wordpress.

Assistant Producer

HITN | Brooklyn, New York | November 2016

- Freelance opportunity where I assisted in the production of Tu Momento 2016, the presidential election program hosted by Gerson Borrero and Neida Sandoval. Duties included: writing scripts for hosts, monitoring electoral map and working the live electoral map screen.

Programming Producer

MundoMax | Los Angeles, California | July 2015- June 2016

- Oversaw the repackaging process of acquired shows. Duties included: Watching all material while conducting quality control, working with editors to cut shows to format, crafting program elements to give appealing look and sound to each episode and ensuring episodes were ready to air.

Assistant Producer

MundoFox | Los Angeles, California | July 2015- August 2015

- The dream job right out of college that lasted only one month. I was hired a month before the company eliminated all the newscasts. My duties included: Writing scripts for anchors, adding graphics for daily national newscasts and assisting producers with news research.

Music and Marketing Intern

Syco Entertainment | Los Angeles, California | February 2015- May 2015

- Helped scout and source talent. Translated social media posts for the Univision show La Banda from Spanish to English.

Media Programming Intern

Seacrest Studios | Orange, California | February 2014- July 2015

- Created English and Spanish content for radio and television programs broadcasted within Children's Hospital of Orange County. Interviewed celebrity guests. Hosted weekly live radio shows.