

Ricardo J. Cortez

New York, New York & San Antonio, TX

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Professional Experience

Freelance Assistant Director

January 2022 - Present

- Developed call sheets for feature-length independent films, ensuring organized and efficient shoots.
- Managed on-set crew to maintain adherence to the production schedule.
- Facilitated time-sensitive decision-making alongside the director.
- Collaborated with the Director of Photography to relay the director's vision and requirements effectively.

Freelance Assistant Camera & Grip

January 2022 - Present

- Assisted in rigging and dismantling documentary and independent film sets.
- Provided comprehensive support to the camera department for various camera-related needs.
- Operated advanced camera equipment including the Red Komodo, Sony FX9, and Arri.

Associate Producer and Assistant Camera, *ABC News Studios and Hulu, New York, NY*

November 2021 - Present

- Assisted producers in development, pre-production, production, and post-production of long-form documentary content for ABC News, Hulu and Disney+
- Managed post-production workflows for editors on both streaming and broadcast productions
- Assisted on-set as an Assistant Camera and Grip for interview and b-roll shoots.

Production Assistant, *NBC News Custom Productions and Peacock, New York, NY*

January 2020 - November 2021

- Assisted producers in development, pre-production, production and post-production of stories for both digital and broadcast often with talent involved across all NBC News platforms.
- Pitched, researched, shot and produced stories for the TODAY Show, MSNBC, and NBC News for both digital and broadcast
- Coordinated with various teams across the TODAY Show and NBC News to facilitate projects across multiple shows
- Managed post-production workflows for editors in both digital and broadcast productions

Associate, *Creative Partnerships, CNN Great Big Story, New York, NY*

July 2018 – December 2019

- Scripted and produced short-form video content
- Researched and pitched a wide variety of stories for Great Big Story's Creative Partnership team
- Supported producers by conducting research, preliminary interviews and pre-vetted subjects in both English and Spanish
- Managed outreach to freelancers to gather information and research into stories
- Supported the Creative Partnership team by ideating creative story ideas and products in response to client RFPs and proactive opportunities

Researcher, *CNN Great Big Story New York, NY*

April 2018 – July 2018

- Researched, pitched, and developed sponsored editorial stories for a year-long Genesis campaign
- Assisted the editorial team in ideating video concepts for the Genesis campaign
- Conducted research into story anecdotes and sourced images and videos
- Reached out to potential subjects and conducted pre-interviews in both English and Spanish

Skills

- Proficient in utilizing Canon D-series, Sony A-series and F-series
- Bilingual in Spanish
- Adobe Photoshop
- Adobe Premiere
- Adobe Lightroom
- AVID Media Central

Education

Texas Tech University, Lubbock, TX

August 2014 – December 2017

Bachelor of Arts in Electronic Media Communications