



## COMPETENCIES

- Team player able to motivate others to reach project goals
- Experienced in leading within a collaborative working environment
- Possess strong communication, organizational and customer service skills
- Ability to interact effectively with others at all levels within an organization
- Capable in proactively identifying problems and resolutions
- Ability to adapt to change, a conceptual thinker

## TECHNICAL SKILLS

- Microsoft Teams, Excel, PowerPoint, Word, Outlook, Sharepoint, Project
- Adobe Photoshop, Lightroom, Premiere and Acrobat
- Google Suite applications
- Canva digital design platform
- Hootsuite social media management platform
- Dalet and Kyno media asset management systems
- Monday project management software
- Mac and PC operating systems

## WORK EXPERIENCE

### **AXIOM SPACE**

MARKETING DESIGN | APRIL 2020-PRESENT

- Design slide decks used for outreach and sales presentations
- Design newsletters for internal and external communications
- Curate digital media assets for sales and marketing products

### **AD ASTRA MEDIA SERVICES (DBA)**

FREELANCE VIDEO PRODUCER | JANUARY 2017-PRESENT

- Social media management services
- Video producing and project management services
- Video production crew services: editing, videography, stage managing

### **SPACE CITY FILMS**

PROJECT MANAGER/PRODUCER | SEPTEMBER 2018-MAY 2020

- Managed video projects for clients in aerospace, government and education industries
- Coordinated logistics and resources in preparation for production and post production
- Kept customers and creatives informed and appraised of progress
- Offered production recommendations for more efficient workflow

### **NASA-JSC | COMIT CONTRACT | RUIZ STRATEGIES**

OUTREACH PROJECT COORDINATOR | AUGUST-DECEMBER 2016

- Coordinated with education and comms teams to design a strategic outreach plan
- Maintained procurement records and monitored milestone timelines
- Attended aerospace industry conferences to recruit minority interns for NASA

## WORK EXPERIENCE

### **NASA-JSC | COMIT CONTRACT | MORI ASSOCIATES**

MULTIMEDIA SERVICES SPECIALIST | MAY-AUGUST 2016

- Managed video projects requiring resources from multiple departments
- Prepared task order responses and ROM estimates for project requests
- Maintained and nurtured customer relationships

### **NASA-JSC | ITAMS CONTRACT | DB CONSULTING**

INSTITUTIONAL IMAGERY OPERATIONS LEAD | OCTOBER 2013-MAY 2016

- Managed video projects from initial customer meeting to completion
- Scheduled logistics and resources while managing efficient workflow
- Prepared and presented status reports to contract PMO and NASA management
- Collaborated with project management team on digital media system upgrade project

### **NASA-JSC | ITAMS CONTRACT | DB CONSULTING**

VIDEO IMAGERY PRODUCTS LEAD | JANUARY 2012-OCTOBER 2013

- Improved and managed video production workflow and system processes
- Authored training documents and department procedures and trained new employees
- Scheduled facility equipment maintenance and administered procurement
- Prepared metrics, project status and incident reports

### **NASA-JSC | JIMMS CONTRACT | INDYNE**

ENGINEERING TECHNICIAN-TEAM LEAD | FEBRUARY 2008-JANUARY 2012

- Monitored and distributed video signals received from the ISS for live broadcasts
- Provided back room support to Mission Control by routing video playback requests
- Configured IPTV encoders to receive and distribute video signals amongst NASA partners
- Led team of technical operators recording and archiving video downlink from the ISS

## EDUCATION

### **UNIVERSITY OF HOUSTON - CLEAR LAKE**

MA DIGITAL MEDIA STUDIES

### **FLORIDA INTERNATIONAL UNIVERSITY**

BS COMMUNICATIONS | MINOR SOCIOLOGY

### **MIAMI-DADE COMMUNITY COLLEGE**

AA BUSINESS ADMINISTRATION

## LANGUAGES

Fluent in English and Spanish

# ANA GUZMAN

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## AD ASTRA MEDIA SERVICES (DBA)

FREELANCE VIDEO PRODUCER | JANUARY 2017-PRESENT

December 2019 - Associate Producer - Savage Henry Films - KNOW Autism PSA

September 2019 - Associate Producer - Innovision Communications - Marathon Petroleum PR Spot

June 2018 - Assistant Director, Savage Henry Films -Ariss Music Video

February 2018 - Associate Producer, Innovision Communications - Andeavor Employee Excellence Awards Videos

December 2017 - Research Producer, Time Magazine - Apollo 50th Anniversary

November 2017 - Associate Producer, Innovision Communication - Shell Company - Executive Interview, Internal Corporate Video

May 2017 - Associate Producer, Innovision Communications - Andeavor Corporate Multi-City Employee Annual Meeting

March 2017 - Associate Producer, Innovision Communications - Andeavor Utah Refinery PSA

Super Bowl Week 2017 - Studio Camera Operator, Callahan Sports:  
New England Patriots - Press Conferences and All Access Pregame Rally show for WBZ, Boston  
Dan Patrick and Rich Eisen talk shows for Direct TV

2017-2018 - Imagery Researcher & Curator for published books:

"Endurance" by Scott Kelly

"Earth Art" by Scott Kelly

"View from Above" by Terry Virts

## SPACE CITY FILMS

PROJECT MANAGER/PRODUCER | SEPTEMBER 2018-MAY 2020

Fall 2018 - Producer - "Who is Sophic Synergistics?" for Sophic Synergistics LLC

Fall 2018 - Researcher & Production Coordinator - "Rebuilding Texas" series for Texas A&M Galveston

Spring 2019 - Project Manager & Content Curator - 35th Space Symposium Live Event Products

Spring 2019 - Researcher, Content Curator & Stage Manager - RNASA Awards Show

Spring 2019 - Production Coordinator - Undersummers Social Media Campaign

Summer 2019 - Research & VO Talent - "Space Is Hard" for NASA

Summer 2019 - Production Coordinator - NASA Artemis Series "Space is Hard", "We Go As the Artemis Generation", "Dreamed of This"

Winter 2019 - Producer - "Holidays in Space" for Space Center Houston

Spring 2020 - Producer - "ISS 20" for 36th Space Symposium

Spring 2020 - Project Manager - 36th Space Symposium - Live Event Products

## NASA-JSC | ITAMS CONTRACT | DB CONSULTING

INSTITUTIONAL IMAGERY OPERATIONS LEAD | OCTOBER 2013-MAY 2016

Research and Media Asset Delivery Coordinator:

Nat Geo "Live from Space" 2013

Prospect TV "Zero Gravity" 2014

One Direction "Drag Me Down" 2015

Time Magazine "Year in Space" 2015