

SOFÍA ISABEL GARCÍA-MEJÍAS

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| PROFESSIONAL SUMMARY

Experienced audiovisual archivist and communicator.
Transdisciplinary investigator and educator.

| WORK HISTORY

Mass Appeal – Audiovisual Researcher

San Juan, Puerto Rico • 12/2019 – 2/2020

- Reggaetón movement sociological comprehension
- Identification of audiovisual material requested by production
- This project was affected by lockdown imposed due to the COVID-19 virus

Universidad Ana G. Méndez - Lecturer

Gurabo, Puerto Rico • 08/2019 – 12/2019

- Tracked student assignments, attendance and test scores and entered into online database to provide real-time progress monitoring
- Moderate classes of 28 students
- Taught diverse student population by employing various learning styles and abilities
- Instructed students using lectures, presentations, discussions and demonstrations in writing techniques
- Create presentations in various platforms
- Generate excitement and enthusiasm in classroom by delivering engaging subject matter

Prolat Entertainment - Production Assistant

Guaynabo, Puerto Rico • 02/2019 – 7/2019

- Worked closely with manager to provide effective assistance for all aspects of business operation
- Created reports and documents while submitting production paperwork on time
- Maintained maximum organization and productivity by properly sorting project components on worktables
- Supported current production needs by moving items between equipment, conveyors and staging areas
- Reviewed activities for production team to complete tasks on time
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation

| SKILLS

- Bilingual
- Team leadership
- Project support
- Transdisciplinary approach
- Excellent oral and written communication
- Research experience
- Class management
- Microsoft Office
- Telephone etiquette
- Prezi
- Detailed oriented

| EDUCATION

University of Puerto Rico

San Juan, PR • 12/2018

Master of Arts: Sociology and Anthropology

- Graduated magna cum laude
- Majored in Sociology
- My thesis was graded outstanding by my graduate committee
- Graduated with 3.88 GPA
- Dissertation: *Una interpretación sociológica de la literatura de Pedro Juan Gutiérrez*. Graduate committee composed by José Luis Méndez and Carmen I. Pérez-Marín

University of Puerto Rico - Arecibo

Arecibo, PR • 06/2015

Bachelor of Arts: Communications

- Graduated magna cum laude
- Member of the University Association of Ibero-American Studies
- I was the production coordinator of the documentary *Lecturas de Arecibo*, which inaugurated the first Caribbean Cinemas movie theater in a university

- Accomplished administrative support tasks by coordinating travel, housing, food, rehearsals, creative planning and scheduling

WIPR TV - Canal 6 - Archivist Assistant

San Juan, Puerto Rico • 12/2015 – 9/2020

- Storage management, cataloging, conservation and preservation of physical and digital media
- Daily data entry, organization, search, digitization and cataloging of historical audiovisual material
- Training dozens of interns and school students
- Research assistance service for students, scholars and people interested in collections
- Provide historical audiovisual material to production houses or independent producers
- Research and record origins, provenance and historical significance of archival materials
- Evaluated more than 20, 000 records for accuracy, value and status of preservation
- Directed volunteers engaged in cataloging, designing exhibits and recording artifacts
- Scheduled and coordinated use of library equipment

PVH Corp. - Lead Cashier

Hatillo, Puerto Rico • 03/2012 - 12/2015

- Consistently met goals by highlighting target merchandise with strategic promotional approaches
- Kept drawers accurate, current and secure by checking bills for counterfeit markers, storing large bills and keeping adequate change
- Mentoring new team members on the image and brand of the company
- meeting customer needs, maximizing group performance and maintaining high satisfaction with customers
- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers
- Educated employees on all job tasks, including register use, merchandising and customer service
- Managing store inventory
- Maintained stock within optimal levels to meet expected customer and sales levels
- Reviewed and resolved differences between accounting information and cash drawer
- Oversaw weekly and seasonal merchandising and signage changes to promote specific products
- Checked merchandise multiple times during each shift and restocked products when stock ran low
- Ran register effectively and handled cash, credit, debit and personal check transactions

- Directed several projects for my courses, such as production, programming and legal aspects
- Oriented courses like marketing and advertising
- Special interest in the Ibero-American Studies
- Participated in the UPenn Summer Culture Program in 2015

CERTIFICATIONS AND ADDITIONAL COURSES

- Publishing tools and criteria
- Grant writing