

Karla Brambila

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📍 Vancouver, B.C.

Karla is highly organized, detail-oriented professional proficient in providing comprehensive support throughout the production process, including assisting with scheduling, coordinating logistics, managing databases, event organization and facilitating effective communication between team members.

Educational Background

Award of Achievement in Production for Animation and VFX

VCC

Vancouver, B.C. Canada
2023

Core program: Production Landscape, Project Management and Communication Skills.

Diploma of New Media Design and Web Development

BCIT

Vancouver, B.C. Canada
2022- 2023

Core program: Project Management for New Media, Web design and development, UX & UI, graphic design, Interactive media, new media communications and storytelling.

Digital Photography Course

The Photographic Society of Singapore

Singapore, Singapore
May 2006

Diploma in Marketing and Commerce

ITESM

Mexico city, Mexico
2004-2005

Core Program: Strategic Planning, International Marketing, Advertising and Marketing Communication.

Work Experience

New Media Internship

Blueridge Chamber Music Festival
Canada (May 2023 - August 2023)

Main activities:

- Design and develop a professional website using WordPress.
- Handle the company's official social media accounts.

Liaison Officer SAWP program

Consulate of Mexico in Vancouver
Canada (March 2017 - July 2017)

Main activities:

- Maintained databases with information related to the participants of the program.
- Weekly monitoring and reporting workers' status of arrival to CBSA (Canada Border Service Agency).
- Relationship building with program participants to facilitate communication and ensure that the work conditions met the program's standards.
- Acted in a mediator role between the insurance provider and program participants.

Administrative Assistant

St. George Capital Corp.

Canada (February 2012 - November 2012)

Main activities:

- Maintain calendars and schedule meetings for the CEO.
- Process reimbursement for professional expenses.
- Prepare reports, agendas, and presentations.

Media Relations (volunteer)

Vancouver Fashion Week

Canada (August 2011 - November 2011)

Main activities:

- Assist with the promotion of the event.
- Assist with event's organization.
- Maintain media contacts database and meeting calendar.
- Facilitate effective communication and coordination between foreign media outlets and designers.

Bachelor's degree in Media and Communication

Universidad Iberoamericana
Mexico city, Mexico
1998-2002

Core Program: Mass media, film, corporate communication, advertising, marketing, and public relations.

Skills

- Microsoft Office Suite
 - Google Office Suite
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Programming Languages

- HTML
 - CSS
 - JS
 - PHP
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Design Software

- Illustrator
 - Photoshop
 - After Effects
 - Premier pro
 - Adobe XD
 - Adobe Dimension
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Language Skills

- English
- Spanish (native)

Economic Affairs & Press Assistant

Embassy of Mexico in Singapore
Singapore (October 2007 - January 2011)

Main activities:

- Assist with the organization of promotional events.
- Prepare reports, agendas, minutes, and presentations.
- Coordinate the administrative and logistic aspects of meetings.
- Maintain filing system ensuring safekeeping of confidential materials.

Consular Assistant

Promotion - Embassy of Mexico in Singapore (February 2007- October 2007)

Main activities:

- Responded to local and foreign immigration inquiries in a friendly and professional manner.
- Collect, review and process consular documents.
- Consular account reconciliation.
- Maintain accurate and complete consular files and databases.
- Provide general administrative support.

Public Relations and Sales Coordinator

Librisite Editorial

Mexico (September 2005 - March 2006)

Main activities:

- Build and maintain enduring alliances between the company and its clients.
- Develop marketing plans, sales strategies, press releases.
- Write promotional materials such as brochures and following up with the design team to ensure timely completion of deliverables for conferences.
- Plan and organize conferences, promotional events, and presentations.

Competitive Intelligence Analyst

Psicofarma Pharmaceutical Laboratory

Mexico (July 2004 - September 2005)

Main activities:

- Develop marketing plans.
- Work closely with Sales and Marketing departments to implement sales strategies.
- Create, monitor and analyze performance of campaigns ensuring timely completion of deliverables.
- Collect, organize, and analyze media information to identify market opportunities and to evaluate competitors' strategies.

Production Assistant

REC PLAY

Mexico (May 2003 - July 2004)

Main activities:

- Assist in production of music videos and TV commercials.