



Edmundo Mendez, Jr.

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MULTIMEDIA PRODUCER

PROFILE Multimedia producer skilled in video editing, graphic design, motion graphics, and pre-production planning. Experienced in remote and in-studio recording, lighting, filming, and directing talent. Proficient in Adobe Premiere Pro, After Effects, Photoshop, and Illustrator, with a strong ability to collaborate and deliver polished, high-quality media for learning and communication.

WORK EXPERIENCE

CITY OF CHANDLER *Chandler, AZ* Digital Media Producer | 10/2021 - Present

- Produce, direct, shoot, and edit six recurring council talk shows, managing end-to-end production for executive leadership and internal and public-facing communications.
- Lead pre-production planning including show formats, scripting, run-of-show planning, scheduling, and coordination with senior leadership and cross-department stakeholders.
- Direct on-camera talent including the mayor, council members, and executive leadership, ensuring clear messaging and broadcast-quality performances.
- Execute multi-camera studio and on-location productions and manage live broadcasts and streaming via Facebook Live, YouTube, and government access television.
- Edit and deliver finished content using Adobe Premiere Pro and After Effects; design and integrate branded motion graphics using After Effects, Photoshop, and Illustrator.

ARIZONA STATE UNIVERSITY *Phoenix, AZ* Digital Web Assistant (part-time) | 10/2021 - 03/2022

- Managed and maintained multiple Drupal websites, ensuring accurate, accessible, and up-to-date digital content.
- Supported the migration from Drupal 7 to Drupal 9 (ASU Webspark), assisting with content restructuring, QA testing, and launch readiness.
- Published and maintained college events in the ASU Events System and resolved accessibility issues using DubBot and Siteimprove.
- Collaborated with university web and communications teams to align content with institutional standards and best practices.

INTEL CORPORATION *Chandler, AZ* Multimedia Specialist (part-time) | 10/2022 - 02/2023

- Updated and managed internal Microsoft SharePoint sites featuring news, leadership messages, events, photos, and videos to keep employees informed and engaged.
- Collaborated with the communications team to research and execute photo, graphic design, and video content supporting internal events and organizational messaging.
- Produced, shot, and edited short-form internal videos featuring Intel executives and staff, filmed in studio and on location to clearly communicate key messages.
- Supported and executed live-streamed town hall meetings, including production setup and distribution for internal employee communications.
- Captured photography for corporate events including internal gatherings, press events, executive headshots, and factory tours.
- Designed visual assets and promotional materials to support internal campaigns and ensure clear, consistent communication.

APPLE, INC. *Mesa, AZ* Data Center Logistics Technician | 01/2017 - 10/2021

- Efficiently processed and shipped data center equipment and consumables to maintain accurate inventory management.
- Effectively managed customer requests using the ServiceNow ticketing queue and dashboards to ensure efficient use of workforce and resources and to meet service-level agreements.
- Led a team of contractors to optimize shipping and receiving workflows, maintain protocols, and successfully handle equipment and components.
- Managed a \$500,000 annual transportation budget to align shipping needs with production schedules, meet demand, and reduce transportation costs.

EDUCATION **BACHELOR OF SCIENCE** Graphic Information Technology
Arizona State University

CERTIFICATE OF COMPLETION Web Design
Mesa Community College

SKILLS DISCIPLINES

Video Production (Producer/Director/Editor), Executive & Internal Communications, Live Broadcast & Streaming, Motion Graphics, Photography, Graphic Design, Social & Digital Video, Web Design & CMS

TOOLS

Adobe Premiere Pro, After Effects, Audition, Photoshop, Illustrator, InDesign, Lightroom, Bridge, Frame.io (Review & Collaboration), Asana (Project Management), Canva, Adobe Express

CONTACT PORTFOLIO

[edmundomendez.com](https://www.edmundomendez.com)

Portfolio featuring my video production, photography, and graphic design projects.

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