

Justice Kaya Alcantar

San Francisco, CA

(415) 361-1076 | Justice.alcantar@gmail.com | <https://www.linkedin.com/in/justice-a-569b70114/>

Education

Tulane University

New Orleans, LA

Bachelor of Arts in Digital Media Production and Spanish

May 2023

Honors *Cum laude, Spanish Department's Maureen E. Shea Prize Winner '23

Skills

- Fluent in Spanish (Certified by Instituto Cervantes)
- Live Broadcast TV Switch Operator
- Microsoft Suite & Google Suite
- Baseball Coach
- Video and Audio Editing (Entire Adobe Suite, AVID, DaVinci Resolve)
- Videography & Photography
- Color grading (DaVinci Resolve)
- Canva
- Movie Magic Film and Production Budgeting/Scheduling Software
- Written Communication

Experience

Executive Assistant & Project Manager/Content Designer & Producer

January 2022 - Present

The Urban Labs (The Lazu Group) - DEI Consultant

- Published author in the Bay Street Banner Business Section, the oldest Black newspaper in New England
- Manage business email/scheduling of CEO Malia Lazu by communicating with clients such as Scholastic, State Street Bank and the State of Massachusetts
- Manage Lazu's projects to ensure deliverables are on schedule
- Take notes and compile key take-aways from the various working and discovery groups Lazu conducts with clients
- Quickly design and edit social media content on Adobe Illustrator/Canva, reviewing them for accuracy and brand consistency along the way
- Edit promotional and event video content on Adobe Suite with quick turnaround period and translate content into Spanish when requested

WLAE Public Television

January 2022 – Present

Broadcasting & Editing Intern in New Orleans, LA

- Broadcasting/Technical Director for three 1-hour long weekly live broadcasts, managing the operation and movement of up to five cameras on the switch board
- Rapidly edit and Color Grade client projects & station commercials for broadcast (DaVinci Resolve/Premiere Pro)
- Organize over 6-hours of footage and set aside selects on Premiere Pro for shorter products for broadcasted stories
- Set up and take down of equipment for live broadcasted events
- Operated camera for station during New Orleans Pelicans Basketball games

SFRPD Recreation Leader/Baseball Coach (3279)

2018 - Present

San Francisco Recreation and Parks Department, San Francisco, CA

- Head coach for team on largest publicly funded all-girls travel baseball team in the US, the San Francisco Bay Sox
- Assistant Coach for Baseball for All's 23u team in Tochigi, Japan for the inaugural PONY Girls Baseball World Series in 2023
- Administrative Lead/Mentor for Baseball For All's Captain's Program: free leadership program serving over 80 girls nationwide
- Produce and edit promotional content on Adobe Suite and translate communications to Spanish when requested:

<https://baseballforall.com/category/learn-from-the-pros/> and <https://www.instagram.com/baysoxgirlsbaseball/?hl=en>