

Selenia Garcia

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EDUCATION

The University of Scranton, Scranton, PA

Expected May 2027

Bachelor of Arts in Media Production and Journalism, Minor in Film Production

- Cumulative GPA: 3.5/4.0

Luzerne County Community College, Nanticoke, PA

May 2025

Associate of Science in Audio/Video Communications

RELEVANT EXPERIENCE

Now or Never Conventions, Remote

June 2026 – Present

Co-Founder

- Plan and coordinate convention logistics, including venue research, guest budgeting, and event pricing.
- Manage celebrity guest outreach by communicating with agents and managers to coordinate appearances.
- Develop promotional materials by creating the convention website, social media pages, and event branding, including logo design.
- Track project progress and budgets using Google Sheets to support event planning and organization.

Not Forgotten, Staten Island, NY

July 2026

Director/Screenwriter/Producer/Editor

- Wrote and produced a short film, managing pre-production planning, budgeting, scheduling, and location coordination.
- Cast actors using Breakdown Express and Eco Cast, and prepared call sheets for cast and crew.
- Collaborated with a student production team while serving as cinematographer during filming.
- Edited the completed film using Adobe Premiere Pro, Final Cut Pro, Photoshop, and Final Draft throughout the production process.

EMPLOYMENT

Communication & Media Department, The University of Scranton, Scranton, PA

Fall 2025 – Present

Office Assistant

- Manage audiovisual equipment checkout, inventory, and maintenance for communication students.
- Provide administrative and customer service support by answering phones, distributing mail, and assisting students and faculty.
- Organize and maintain equipment rooms, editing suites, and sound stage while coordinating faculty equipment requests.

Private Clients, Luzerne County, PA

Summer 2025 – Present

Designer/Editor

- Design graphics for independent businesses using Adobe Photoshop.
- Edit logos to meet specifications for clients.

United Healthcare, Remote

August 2021 – March 2024

Licensed Insurance Agent

- Helped customers find best plans within Medicare and Dental insurances.
- Guided customers throughout application processes.
- Directed callers to appropriate lines, as well as logged payments for plans.

Customer Service Representative - Berkshire Hathaway Guard Insurance Companies, Wilkes Barre, PA

July 2019 – October 2019

- Filled out business, home, and car claims for clients.
- Gave information about clients for providers.
- Updated client information and sent paperwork through fax/email.

SKILLS

Final Draft | Social Media (Facebook, Instagram, LinkedIn, YouTube, X, Tik Tok) | Adobe Suite (Photoshop, Audition, Premiere Pro, After Effects) | Final Cut Pro | Microsoft Office Suites (Excel, Word, PowerPoint)

LANGUAGES

English (fluent) and Spanish (conversational)