

# TIARA COSME RUIZ

CREATIVE PRODUCER

Dedicated storyteller passionate about making genuine connections through empathy and creative collaboration.  
Versatile leader with proven ability to orchestrate teams, captivate audiences, and deliver innovative content that drives success.

## Career Adventures

### Once Upon A Time • Associate Producer December 2024 - Present

- » Direct cross-functional teams (design, graphics, copywriting, editorial, music, strategy) to ensure seamless production workflows, from concept development through final delivery, maintaining alignment with client goals and brand standards, on all AV creative campaigns, creative content, digital spots, pitch decks, as well as print/design projects.
- » Lead creative vision and manage the production lifecycle, collaborating with the Creative Director, internal teams, and external partners to deliver on client objectives.
- » Oversee project budgets, bids, and schedules, managing finances for multiple client projects simultaneously, ensuring timely and within-budget delivery.

### Lionsgate • Associate Producer March - December 2024 (Freelance)

- » Partnered with internal leadership, external production teams, and live productions to spearhead creative on custom video content creation, consumer facing spots, and internal sales pitch sizzles for Programming & Development teams.
- » Oversaw project workflows ensuring timely completion, including finishing, music pulls, copywriting, and quality control across all campaigns.

### Zealot • Associate Producer 2021 - 2023

- » Managed cross divisional teams on multiple creative marketing projects, from ideation to delivery, while ensuring schedules and budgets were met.
- » Actively involved in the creative process including brainstorming, creating project briefs, interpreting and providing feedback, ensuring quality control, and tenaciously solving unforeseen challenges.
- » Direct liaison to clients by helping streamline communication and manage expectations that successfully lead to additional collaborative projects.
- » Nurtured multicultural and diverse perspective strategies on all projects.

### Marvel Studios • Visual Effects Coordinator 2020 - 2021

- » Partnered with leadership, vendors, and cross-functional studio teams to develop show scope and timeline strategy during filming and post production.
- » Responsible for tracking and managing a wide range of shots and assets, project wide.
- » Managed production assistants based on producer and workload needs.

### Digital Domain • Production Coordinator 2018 - 2020

- » Tracked and communicated show deadlines to multiple departments alongside producers, maintained show database organization, and participated in reviews and strategy calls.
- » Primary contact for artists, responsible for distributing internal and client feedback, setting clear expectations, and establishing timelines for multiple shows at a time.

### Kidder Mathews • Marketing Coordinator 2016 - 2017





- » Provided creative and administrative support to high level executives and agency brokers to develop, implement, and maintain various marketing campaigns as well as branding guidelines that lead to successful sales.

### Ameritas College • Marketing Coordinator 2012 - 2013

- » Collaborated with leadership to establish brand creation and its implementation while developing strategy for digital, social, and print projects.
- » Created student and administration communications, organized school wide events, and collaborated in the writing of radio as well as video spots in both English and Spanish.

## Education

MA Film, TV, & Screen Industries - University of Nottingham  
BS Mass Communications & Media Studies - Arizona State University

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## Awards

**Clio Awards**  
The Continental  
Best TV Series Special Event Trlr  
  
Love&Death  
Best TV Drama Series Teaser  
  
Squid Games FYC  
Best TV Drama Series Spot  
  
Abbott Elementary  
Best TV Comedy Series Trlr  
  
**Golden Trailer Awards**  
96th Academy Awards  
Best Promo for an OTO Special

## Skills

Spanish/English (fluent)  
Project Management  
Presentations + Decks  
Copywriting  
Database Management  
Asset Management  
Artist Management  
Event Production  
Social Media Management  
Live Production Operation  
Brand Development  
C-Suite Communications  
Microsoft + Google Suites  
InDesign  
Photoshop  
Lightroom  
Premiere