

BROOKE F. AVILA

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Website: [Home](#) | [Mysite \(bfasmile.wixsite.com\)](#) ■ LinkedIn: [Brooke Avila](#) | [LinkedIn](#)

Skills

*Adobe Creative Suite	*Coding: HTML, CSS, JavaScript	*Microsoft Office: Word, Excel, PowerPoint, Teams
- Adobe Illustrator	*Toon Boom (Harmony)	*Maya
- Photoshop	*2D Design & 3D Design	*Final Cut
- InDesign	*Graphic Design	*CapCut
- After Effects	*Multimedia Design	*Nuke
- Mocha in AE	*Slack	*Knowledge of WildMoka
- Premiere Pro	*Google Suite: Docs, Sheets	*Jira, Notion
- Media Encoder	*Knowledge of AI Tools: Fireflies, Opus, ChatGPT, Suno	*Avid Media Composer
- Animate CC		
- Audition		

Soft Skills: Organized, Detail-oriented, Multitasker, Team player, Verbal and Written Communication, Public Speaking, Meeting deadlines, and Creativity.

Experience

Production Coordinator- (07/2025-Present)

MemeLabs (MemeHouse) - Bel Air, CA

- Editing clips for partner campaigns on Premiere and Canva.
- Download and transfer daily footage to the drive.
- Using AI tools to help organize and clip footage.
- Clip live streams for social media.
- Analyze data for live stream content.
- Organize footage and maintains accurate records for easy access.
- Attends team meetings to align on project priorities and discuss specific footage needs and upcoming promotional content.

Creative Marketing Production Assistant- (09/2024-04/2025) Seasonal

National Football League (NFL) - Inglewood, CA

- Sourced and retrieve high-quality footage from films, social media, broadcast, and network archives for television promos and social media content.
- Utilized multiple media asset management systems (LCC, Saber, Media Silo, Media Portal, DCL) to locate, organize, and distribute NFL footage to internal and external partners.
- Clipped top highlights and key moments for promos aired on TV
- Analyzed weekly game footage captured by the social media team, selecting standout shots and highlights for distribution.
- Organized footage and maintains accurate records for easy access.
- Attended weekly team meetings to align on project priorities and discuss specific footage needs and upcoming promotional content.
- Worked closely with producers and senior editors to streamline the production process, ensuring timely delivery of high-quality promotional content.

LA Kings Post-Production Assistant - (04/2024-09/2024) Seasonal

AEG - El Segundo, CA

- Assisted with all aspects of the post-production process including: editing, motion graphics, and footage organization.
- Edited features such as new uniforms, celebrity reveals, and other partners associated with the Kings for their social media and web.
- Assisted with archiving and logging footage, highlight melts/assistant editing.

- Worked at the home games in Crypto Arena to edit any highlights live to send out to post on social media.

**Video Editor - (09/2023-11/2023) Seasonal
FOX Sports - Los Angeles, CA**

- Responsible for understanding how best to use social platforms and experience working with digital platforms.
- Monitored and managed copyright compliance for social media platforms.
- Researched past and present iconic moments in College Football for content for social media.
- Analyzed data of past content and viewer's engagements (i.e.: likes, comments, reposts, views, etc.).
- Created moments for upset games or undefeated teams.
- Motion graphics for social content for College Football teams.
- Utilized motion tracking and rotoscoping.
- Edited Big Noon Kickoff's weekend recaps for their social.
- Ability to build and maintain relationships across a variety of groups including social media, production, studio, and other show teams.
- Used Photoshop for graphics and scoring breakdowns for CFB.

**Assistant Editor – (01/2023-05/2023)
Golden Hippo - Woodland Hills, CA**

- Assisted with the daily tasks of the video team, post production unit, and QC department.
- Communicated with different departments to implement requested content.
- Prepared projects for editors, such as laying A-roll and prepping Premiere projects.
- Created tickets for tasks to be assigned using Jira.
- Logged and tracked all exported creatives, and edited video creatives as needed.
- Organized and implemented B-roll in assigned projects.

**Video Editor - (2/2022-5/2022)
Finesse Media LLC (DBA OKOP Media) – (Remote)**

- Edited raw footage and audio content for Podcast.
- Solo hands-on post production in editing for video and audio content.
- Communicated assignment deadlines in weekly collaboration with team.
- Created YouTube thumbnails using Adobe Photoshop.
- Aligned microphone audio and video tracks.
- Researched and gathered information for projects.
- Utilized Notion for scheduling and assignments.
- Researched and added memes, video clips, and effects to audio/video content to attract public viewers.

**Video Editor – (6/2021 – 8/2021)
Hallelujah Nation Productions – (Remote)**

- Edited and created video content.
- Learned the basics of After Effects: clip videos, add color, add moving icons into videos.
- Learned color grading for a movie scene.

Education

California State University, Northridge (Class of 2022)

- Graduated with Honors
- Major in Cinema and Television Arts, Multimedia Production
- Minor in Computer Animation

Kappa Kappa Gamma – Sorority Alumni

- Volunteered for Philanthropic events for different charities
- Built connections between active members and alumnae to promote professional development

Continuing Education

Loyola Marymount University, Online – (2025)

- Seeking to expand my educational background in Marketing
- Digital Marketing (Completed)

Saddleback College, Online – (2023)

- Seeking to expand my educational background in post-production, to include Audio and Music editing
- Digital Special Effects (Completed)
- Non-Linear Editing I & II (Completed)