
Paulette Rodriguez Morales

2910 NW 20th St. Unit B Fort Lauderdale, FL. 33311

787-639-7909

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paulettepolosh@gmail.com

Professional Summary

Dynamic communications professional with a strong background in journalism, TV production, public relations, and marketing. Known for an outgoing personality, strong customer service skills, and the ability to build lasting relationships with clients and audiences. Skilled in multimedia production, story development, and audience engagement. Adept at handling both creative and administrative tasks with attention to detail. Seeking a challenging career with growth opportunities to fully leverage my talents in communications and media.

VICES.MIA (Magazine) — Miami, FL

Coordinator and Director Assistant

Since November 2024

- Supported the editorial team in managing a Miami-based magazine showcasing local and international multidisciplinary art.
- Assisted the Director in coordinating content schedules, conducting artist outreach, and organizing interviews to highlight diverse artistic expressions.
- Oversaw logistical elements for events, photo shoots, and meetings, ensuring smooth production processes and adherence to deadlines.

FLOW OUT THE BOX (Media Video Channel) — Miami, FL

Executive Producer and Director

Since July 2023

- Led production for an independent digital platform that highlights unique sneaker brands and exclusive design collections.
- Directed creative projects, working closely with designers and brand representatives to produce high-quality visual content.
- Managed project timelines, budgets, and resources, ensuring each production met artistic standards and aligned with brand messaging.
- Coordinated marketing efforts, social media strategies, and public relations initiatives to grow audience engagement and brand awareness.

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Girls Inc. of Worcester (Non - Profit) — Worcester, MA

CFO Assistant & Bookkeeper

February 2023 – February 2024

- Collaborate with the finance team to process invoices, manage accounts payable and receivable, and reconcile accounts.
- Support budget preparation, monitor budget performance, and ensure compliance with company policies.
- Collect and process employee timekeeping information for payroll activities, ensuring accuracy in all financial transactions.

GFR Media (Newspaper) — Guaynabo, PR

Video Journalist

January 2016 - January 2017

- Operated camera equipment for television and video productions, capturing high-quality scenes for news and training programs.
- Organized recording sessions, prepared radio booths and TV studios, and assisted in selecting production equipment.
- Cut and edited film and video to create seamless, engaging narratives for educational and informational content.

El Vocero de Puerto Rico (Newspaper) — San Juan, PR

Journalist

January 2015 - January 2016

- Researched, wrote, and narrated news stories for print and broadcast media, covering diverse topics.
- Collected and analyzed information through interviews and observations, developing unique story perspectives.
- Received assignments, developed story ideas, and produced content based on current events and breaking news.

WAPA TV (Television)— Guaynabo, PR

Writer & Producer

January 2014 - January 2015

- Directed live broadcasts and recorded programming, focusing on public education and entertainment.

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- Researched production topics and contributed to scriptwriting, utilizing online sources and video archives.
- Collaborated with production teams to create high-quality content for television audiences.

Education

- ***Quinsigamond Community College*** — Worcester, MA
Online Course in Bookkeeping
June 2023
Course focused on foundational bookkeeping and financial management.
- ***Harvard Business School*** — Boston, MA
Online Course in Finance
July 2022
Course: Leading with Finance - Developed financial management and budgeting skills.
- ***Sagrado Corazón University*** — San Juan, PR
Bachelor's Degree in Visual Art, Film, and Communications
Graduated

Skills

- Multimedia Production: Filming, editing, and directing for broadcast and digital media.
- Journalism: Research, interviewing, news writing, and on-camera reporting.
- Public Relations & Marketing: Strong client relationship management and content creation.
- Finance & Bookkeeping: Financial reporting, budgeting, accounts reconciliation.
- Technical Skills: Proficient in MS Office Suite, video editing software, and content management systems.