

RICARDO BAEZ

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EDUCATION

Susquehanna University, Selinsgrove, PA 8/2019 – 05/2023
Bachelor of Arts in Communication, (Broadcasting Focus) | **GPA: 3.4**

WORK EXPERIENCE

Juan C. Baez MD: Union, NJ 6/2022 – Present
Medical Practice Assistant

- Manage electronic health data entry with high accuracy and confidentiality
- Schedule patient appointments and process payments securely

HDE Event Group: East Hanover, NJ 3/2025 – 08/1/2025
Production Assistant (Contract)

- Assist in the setup and breakdown of trade show events across multiple U.S. cities
- Manage audiovisual equipment, event displays, and promotional materials
- Provide on-site logistical support, including attendee check-in and badge distribution
- Collaborate with teams in fast-paced environments to ensure smooth event execution

HTTV: Summit, NJ 6/2022 - 8/2022
Video Production Intern

- Directed, recorded, and edited a multi-camera field interview with a NY Red Bulls soccer player
- Produced and edited three promotional video projects for local events and businesses
- Served as on-air talent for food review segments featuring local establishments

CREATIVE & PRODUCTION EXPERIENCE

- Operated cameras for live productions, including Jeopardy, Susquehanna University's Olympics event, and interviews
- Edited multi-camera projects, commercials, and two short films using Adobe Premiere Pro and Final Cut Pro
- Designed motion graphics (bumpers, lower thirds) with Adobe After Effects.
- Produced and hosted a 25-minute podcast featuring an in-depth guest interview on the UFC
- Published photography featured in *The Quill*, Susquehanna University's student newspaper

TECHNICAL SKILLS

Software: Adobe Premiere Pro, Photoshop, After Effects, Lightroom, Final Cut Pro, Capcut, Zoom, Keynote, Wordpress

Hardware: PTZ Camera Operation, Audio Board Operation, Video Switchers

Languages: Fluent in Spanish