

JUSTICE LOPEZ

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OBJECTIVE

Recent NYU graduate with a background in communications, media, and visual storytelling, seeking an entry-level role in a professional environment. Experienced in formatting and editing branded content, coordinating creative projects, and providing administrative support. Highly organized, detail-oriented, and proficient in Adobe Creative Suite.

EDUCATION

NEW YORK UNIVERSITY, TISCH SCHOOL OF THE ARTS, New York, NY May 2025
Bachelor of Arts, Cinema Studies (Martin Scorsese Department)
Minor: Film and Television Production | Dean's List

NEW YORK UNIVERSITY FLORENCE, Florence, Italy Spring 2024
Study Abroad Program (Degree-Related Coursework)

RELEVANT EXPERIENCE

NEW YORK UNIVERSITY, TISCH SCHOOL OF THE ARTS, New York, NY Sept. 2021 – Aug. 2025
Administrative Assistant, Martin Scorsese Department of Cinema Studies

Supported faculty and department leadership with class preparation, meetings, and event coordination - Managed front desk communications, serving as a first point of contact for students, faculty, and external visitors - Assisted with administrative operations including budgeting support and admissions-related tasks - Maintained professionalism in a high-volume, detail-driven academic environment

Orientation Leader Sept. 2021 – 2024

Represented NYU Tisch to prospective students and families during orientation and campus events - Delivered clear, accurate information while managing groups and maintaining a positive brand image

FILM FORUM, New York, NY Sept. – Dec. 2024
Administrative, Archival, and Development Intern

Researched grant opportunities and supported development initiatives - Digitized and organized archival materials spanning 50+ years - Updated online listings and ensured accuracy of public-facing information - Coordinated and distributed mailers to 100+ members and 25+ partner organizations

INDEPENDENT FILMS (VARIOUS), New York, NY Sept. 2022 - 2024
Freelance Production Assistant

Provided administrative support, managed set logistics, and assisted with on-set grip and production tasks

AWARDS/ACHIEVEMENTS

Robert Sklar Award for Departmental Citizenship	(2025)	Global Pathways Scholarship	(2024)
Commencement Departmental Banner Bearer	(2025)	NYU Alumni Association Scholarship	(2023)

SKILLS/ADDITIONAL EXPERIENCE

- Social media content creation, short-form video strategy, audience engagement
- Stakeholder & client communication, Event & administrative coordination, Media & communications support
- Certified in Microsoft Office Suite (Word, Excel, PowerPoint)
- Adobe Creative Cloud (Premiere Pro, Photoshop, Illustrator), Final Draft, Google Workspace