

NATHALY ALBA ROJAS

Creative Operations & Workflow Systems | Production & Project Management | Process Design · Documentation · AI-Assisted Delivery

Bogotá, Colombia (UTC-5) | hello@nathrojas.com | +57 350 218 3114 | [linkedin.com/in/nathalyalbarojas](https://www.linkedin.com/in/nathalyalbarojas) | nathrojas.com | Open to remote, Flexible daily

PROFILE

Production and program management professional with 7+ years running the operational engine behind complex, multi-workstream projects for Netflix, Amazon Prime, Disney+, and Paramount+. Owns end-to-end delivery on a recurring cadence — from intake and scheduling through vendor coordination, approvals, and final delivery — for cross-functional teams of up to 200 people. Builds the systems that keep production moving: Notion-based trackers as single source of truth, SOPs from zero, and real-time status reporting to stakeholders. Coordinates talent and crew scheduling, travel, and on-site logistics under tight, fast-changing deadlines. Daily user of AI tools (Claude, ChatGPT) to accelerate documentation, scheduling, and workflow design. Bilingual English/Spanish (C1).

CORE COMPETENCIES

- Process mapping & workflow design | End-to-end production workflow ownership | Cross-functional team coordination — turning ambiguous, multi-stakeholder work into clear statuses, ownership, and handoffs
- Structured systems building in Notion & Linear (databases, views, fields) — directly transferable logic to Asana, ClickUp, Monday.com, or Airtable
- SOP, documentation & handover writing — naming conventions, folder structures, version control, checklists and templates for a repeatable production cadence
- Approval workflows & QA — routing assets for review, consolidating feedback, and running pre-delivery checks before anything ships
- Talent and guest scheduling, travel coordination, and on-site/recording-day logistics under tight, fast-changing deadlines
- Cross-functional stakeholder communication — translating status and systems into plain language for internal teams, external producers, editors, and talent
- Vendor coordination across LATAM, US, and UK (50+ relationships per cycle) | Budget tracking & financial reporting
- Comfortable owning ambiguous, self-directed work in creator-driven, non-linear environments under minimal oversight | Daily, practical use of AI tools (Claude, ChatGPT) for documentation and workflow acceleration
- Tools: Notion, Slack, Linear, Google Workspace, Microsoft Office, Claude, ChatGPT, Signio, Zoom, Canva, Penpot, Basic knowledge Adobe Suite, Affinity and Figma | Bilingual English–Spanish.

PROFESSIONAL EXPERIENCE

Creative Producer & Operations Manager

Roles: Production Coordinator · Set Coordinator · Field Producer · Location Coordinator

Projects: 52nd State (Jaguar Bite, 2025) · Tierra de Cielos (Dynamo/Netflix, 2025) · Killer Nannies (TIS/Disney+, 2024) · Seal Team S7 (TIS/Paramount+, 2024) · The Luckiest Man in America (Jaguar Bite/Amazon Prime, 2023) · Triple Frontier (Dynamo/Netflix, 2018) · Proyección Films (2018-2019)

- Owned end-to-end production workflow across 10–20 concurrent projects, each running on its own recurring delivery cadence — intake, milestone tracking, dependency mapping, and final delivery — for cross-functional teams of 30–200 people.
- Built and maintained Notion as the single source of truth for scheduling, status, and readiness across departments — including a location-management database tracking 50+ locations across 3 rolling production weeks.
- Coordinated onboarding, scheduling, and logistics for international cast and crew on a rolling basis, including travel, accommodation, and last-minute changes under pressure.
- Served as the operational point of contact for studio and platform executives, translating direction into execution plans and providing real-time status updates to senior stakeholders.
- Ran vendor tender processes end to end and managed 50+ supplier relationships per cycle across LATAM, US, and UK; identified operational bottlenecks before they hit the schedule.

Production Operations & Administrative Coordinator

Roles: Assistant Production Office Coordinator (APOC) · Office PA · Admin Support

Projects: Dora and the Search of Sol Dorado (TIS/Paramount+, 2024) · Paddington in Peru (AG Studios, 2023) · Pimpinero (Dynamo/Amazon Prime, 2023) · The Changeling (AppleTV/Jaguar Bite, 2022) · The Big Cigar (AppleTV/Jaguar Bite, 2022) · Llegaron de noche (64AFilms, 2020) · Pablito (Fric Frac Films, 2021) · Diavlo (Tiny Tim Studios, 2019) · Los Montos (Lanterna Pictures, 2019)

- Managed timecards for the full crew: tracked who was working, which days, and in which city, along with any meal or transport allowances owed through payroll, plus any extra hours or additional days worked.
- Compiled this into a standardized report for the payroll department each cycle, so they knew exactly who worked, when, and what extras to add, without needing to check with each crew member individually. I was the point of contact for any payroll questions, not the crew.
- Processed 100+ invoices per cycle, managing expense documentation and actuals-vs-estimates reporting for executive review.
- Built and maintained status trackers and calendars in Notion and Google Drive, keeping every department aligned on deliverables and changes in real time.
- Maintained clean digital filing systems with version control for distributed teams across multiple time zones.

Crew & Talent Operations Coordinator

Roles: Talent PA · PA Booker · Cast/Crew Hospitality & Logistics Coordinator

Tierra de Ciegas (Netflix) · Dating Naked Germany (Paramount+/MTV) · Paddington in Peru · Buddy Games Reality (CBS)

- Coordinated onboarding, scheduling, and briefing for international cast and crew across simultaneous departments, ensuring fast integration and readiness.
- Handled travel, accommodation, and logistics for international talent and crew, managing booking workflows and last-minute itinerary changes under pressure.

PARALLEL PROJECT — CREATIVE & CONTENT OPERATIONS, KIVEO (FANXIE LAB) · 2025 – PRESENT

- Co-lead creative and content operations for an early-stage iOS reading-tracker app, building content calendars, workflow infrastructure, and SOPs from zero — including program management in Linear for content pipelines and campaign planning (FILBo 2026 activation).
- Use AI tools daily to accelerate brief writing, documentation, and workflow design in a small, fast-moving, founder-led team environment.

EDUCATION & PROFESSIONAL DEVELOPMENT

- Bachelor's Degree in Audiovisual Media — Instituto Universitario Politécnico Grancolombiano (2019)
- Film & TV Industry Essentials — NYU x Yellowbrick (2021)
- Production & Financial Management — EICTV, Cuba (2021); Google Project Management Professional Certificate — Coursera (In Progress, 2025)