

# Carlos J. Fernandez

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## ABOUT

- Greatest strength is creativity, approaches challenges and growth with outside the box thinking
  - Team player with strong commitment to cooperation and building consensus to achieve goals
  - Experienced in applying project management to a diverse set of sectors: filmmaking, marketing, public health, education
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## SKILLS

Film Production • Project Management • Partnership Engagement • Film Marketing Strategy • Collaboration • Location Scouting

Languages: **English** (native), **French** (professional working fluency), **Spanish** (professional working fluency)

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## EXPERIENCE

### New Cogs Productions (6.5 years)

#### Co-Founder & Chief of Operations

Seattle, WA, USA

Jan 2018 – Current

#### Creative Storytelling, Film Production, Marketing

##### In The Water (2022): Dramatic Short - Producer

- Managed a cast and crew of 20 Seattle-based artists throughout production.
- Negotiated distribution with Film Shortage, an online platform with a subscriber base of 30k. Total views: 750k+.
- Liaised for film festival selections, including screenings at SIFF, Tacoma Film Festival, Local Sightings, Seattle Film Summit, Poulsbo Film Festival (Winner: Best Dramatic Short), West Sound Film Festival, and other national festivals.

##### Vanishing Seattle: We are Reckless (2023): Documentary Short – Co-Director, Producer

- Facilitated the sale of the documentary short between the filmmakers and Vanishing Seattle.
- Collaborated with the co-director in post-production to ensure deadlines were met for the release with Vanishing Seattle.
- Acted as the primary point of contact between the filmmaker and the documentary's subject to ensure smooth and timely communication throughout production.

##### The Last Video Store on Earth (2021): Webseries, Seasons 1-3, – Co-creator, Director, Producer, Actor, Writer

- Led a writers' room consisting of four locally based comedians to develop multiple episodes of a Seattle series.
- Ensured the production remained on budget throughout the filming of multiple seasons.
- Fundraised during pre-production to meet financial goals and engaged Seattle-based donors to strengthen connections with the local film community.

##### General Operations for New Cogs Productions

- Oversees lifecycle of projects from conceptualization of stories, writing, production, post-production, and marketing.
- Manages financing, fundraising, and budgeting of projects and company.

### PATH (6.5 years)

#### Senior Communications Associate, External Affairs

Seattle, WA, USA

#### Communications Systems Management, Marketing Strategy, Content Production

Nov 2022 – Current

- Maintains the External Affairs Service Center system, ensuring that 100+ requests per month are assigned and completed
- Project Manager for high priority brand projects, including the PATH Annual Report and global campaign, PATH4UHC
- Supports the ongoing evolution of PATH brand by designing a training of guides and standards to global staff
- Produce institutional informational videos in accordance with PATH brand and style guidelines
- Track communication activities and identify opportunities for alignment across Marketing and Communications team
- Serves as a member of organization-wide DEI Working Group that advises leadership on how to improve equity

#### Regulatory Project Coordinator, Center for Vaccine Innovation & Access (CVIA)

Seattle, WA, USA

#### Project Management, Capacity Building, Regulation Compliance

Jan 2020 – Oct 2022

- Developed tool that tracked inter-division deliverables & deadlines for regulatory submissions which reduced preparation time
- Created and maintained a library of guidance in Smartsheet for regulatory authorities in low & middle-income countries
- Designed a quality metrics tracking system that identified successes and areas of improvement
- Wrote an RFP for a Master Service Agreement which led to partnership with a new Contract Research Organization (CRO)

#### Senior Program Assistant, CVIA

Seattle, WA, USA

#### Project Support, Resource Development

June 2018 – Jan 2020

- Worked closely with Regulatory Global Head to prepare for quarterly sessions with WHO, Gates Foundation & other partners
- Supported CVIA Regulatory by maintaining central resource dashboard, submission calendar & liaising with other divisions
- Assisted Regulatory Officers by tracking dossier submission milestones, coordinating meetings and communicating with CROs

- Administered software (Veeva) that maintained database of all regulatory submissions, improving compliance for auditors

**Administrative Assistant, Office of the President (OTP)**

**Seattle, WA, USA**

**SharePoint Support, Administrative Assistance**

**Nov 2017 – June 2018**

- Administered the SharePoint site hosted by OTP, which was used to inform all employees for organization-wide conferences
- Supported the Chief of Staff and Senior Advisor by managing their calendar, scheduling meetings and planning travel
- Assisted OTP by printing and organizing documents for Board of Trustee meetings and planning logistics for conferences

**Engeye (6.5 years)**

**Executive Board Member and Committee President of Fundraising & Communications**

**Seattle, WA, USA**

**Fundraising, Volunteer Management**

**Sept 2017 – June 2022**

- Organized campaigns that raised \$70,000 annually, increased revenue by 10% per year from 2019-2022
- Developed marketing materials for donor communication and a system that streamline comms through social media & emails
- Introduced use of Salesforce to improve fundraising management and track history of donors

**Rainier Scholars (8 months)**

**Dean of Students, Academic Enrichment Program**

**Seattle, WA, USA**

**Mentorship, Logistics Planning**

**Jan 2016 – Aug 2016**

- Managed and mentored six student advisors
- Planned logistics for Academic Program events including facility rental, transportation of 60 students and ordering supplies
- Supported the recruitment process of incoming cohorts by managing applicant database and deliberation of candidates

**Branded Entertainment Network (1 year)**

**Accounts Payable Associate**

**Seattle, WA, USA**

**Basic Accounting, Onboarding Training**

**Sep 2016 – Nov 2017**

- Advised Accounting Director on transition strategy of moving Accounts Payable Branch to Los Angeles office
- Improved department's rate of payment processing after training new associates & developing better work manuals
- Supported Accounting team by preparing weekly reports, overseeing payment database & processing high value payments

**Peace Corps (2.5 years)**

**Capacity Building Agent, Peace Corps Panama**

**Boquete, Panama**

**Partnership Communication, Training of Trainers**

**Jan 2013 – July 2013**

- Expanded library outreach programs using USAID fund to promote literacy to underserved community members
- Supported the Executive Board with donor relations by facilitating communications with new and previous donors
- Consulted Panama's Department of Education (MEDUCA) to enhance English teaching programs in the Chiriqui Province

**Community Development Agent, Peace Corps Cameroon**

**Meidougou, Cameroon**

**Community Engagement, Grant Writing**

**Nov 2010 – Dec 2012**

- Raised \$8,000 in proposals and budgeted the funds for a secondary after-school agriculture & health teaching program
- Led a team of four Peace Corps Volunteers for a literacy project that constructed five new libraries and trained librarians
- Assisted in monitoring & evaluating of UNICEF's special primary education programs targeted in the Adamawa region

**BRAC (3 months)**

**Microfinance Intern**

**Dhaka, Bangladesh**

**Microfinance, Technical Writing**

**Jan 2008 – Mar 2008**

- Coordinated a team of six interns to complete the Microfinance Annual Report for 2008
- Conducted national wide interviews of BRAC's beneficiaries for cast study compilation
- Edited research papers and annual reports prior to publication

**EDUCATION**

**University of Washington, Seattle, WA, USA**

**Aug 2015**

Master of Education Policy – International Education Policy

**Michigan State University, East Lansing, MI, USA**

**Dec 2009**

Bachelor of Arts – International Relations