



VIVIANA YEPES

CERTIFIED TOUR DIRECTOR/GUIDE

CONTACT

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📍 WASHINGTON, D.C.

✈ DCA/IAD



CERTIFICATIONS

- TripSchool Tour Director Certification, 2025
- First Aid & CPR

GUIDE LICENCES

WASHINGTON, D.C.

PERSONAL INTERESTS

Theater, rollerblading, reading, matcha, vlogging, beach lover, adrenaline junkie

ACADEMIC BACKGROUND

Florida State University

BS in Media Communications | 2012 - 2016

BA in International Affairs | 2012 - 2016

Minors in Anthropology & Hispanic Marketing
Magna Cum Laude, Global Scholar

DESTINATION KNOWLEDGE

Washington, D.C.

New Mexico: Albuquerque & Santa Fe

Florida: Fort Lauderdale, Tampa, Orlando, St. Augustine & Miami

DESTINATION TRAINING

TripSchool

Albuquerque Boot Camp - January 2025

RELEVANT EXPERIENCE

Production Manager

National Geographic - The Walt Disney Company | 3 years

- Coordinated logistics for 20+ international and domestic field shoots, managing travel arrangements, permits, and on-site coordination to ensure smooth operations for global teams.
- Served as a central point of contact across departments, fostering collaboration across teams and maintaining clear communication with all stakeholders
- Managed deliverables for 450+ projects, ensuring meticulous tracking of details and deadlines to uphold high-quality standards in a fast-paced environment.

Production Supervisor

Broward Center for the Performing Arts | 1.5 years

- Directed logistics for 100+ high-profile events and tours, coordinating travel arrangements, hospitality, and on-site services to ensure seamless guest and client experiences while addressing last-minute challenges with professionalism.
- Worked closely with diverse teams, including external vendors, to align schedules and operations, ensuring smooth execution of complex event requirements.
- Streamlined financial processes by managing \$500k+ in invoices, payroll, and expense reports while maintaining accurate records.
- Provided exceptional client service by anticipating needs, resolving conflicts, and fostering positive relationships with event attendees and stakeholders.

Talent & Production Coordinator

American Society of Composers, Authors, & Publishers | 2 years

- Coordinated logistics for 10+ national and international events annually, arranging travel, accommodations, and ground transportation for board members and high-profile clients, ensuring a smooth and enjoyable experience.
- Fostered strong relationships with vendors and talent, managing on-site operations for events attended by 7,000+ participants and resolving last-minute issues with poise and efficiency.
- Developed detailed schedules and budgets, successfully delivering award shows within strict \$100k financial constraints by balancing priorities and solving logistical challenges.

Freelance Experience (Event & Production Coordination)

Various Locations | 4 years

- DAR Constitution Hall (2024): Directed event operations as an on-call Event Manager, ensuring seamless logistics and guest experiences.
- Songwriters Hall of Fame (2024): Coordinated talent management for high-profile events, maintaining schedules and facilitating smooth interactions.
- Netflix (Blue Eyes Entertainment) (2021): Assisted the Executive Producer in coordinating production activities, streamlining schedules, and resolving operational challenges.
- CBS Sports Super Bowl LV (2021): Supported large-scale event production as a coordinator, ensuring timely execution of all logistics.
- Billboard Latin Music Awards (NBC Telemundo) (2020): Managed production schedules and team coordination to deliver a successful live event.