

Natalia L. Roberts

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EXPERIENCE

EDUCATION

Bachelor of Science
Producing and Screenwriting
John Paul the Great Catholic
University
2020-2023
Escondido, CA

Walt Disney World College Program

Sep. 11 2023 - May 30 2024

- Provided quality guest experience with people from different countries and cultures
- Communicated with leadership the quality and quantity of product

1st Assistant Director

Nov. 2022 - July 2023

- Generated production schedules in pre-production and altered schedules to fit the need of the day
- Acted as safety officer on set
- Collaborated with producers on how to efficiently conduct a shooting day

Producer

Aug. 2022 - May 2023

- Oversaw the hiring and contract negotiations for talent
- Contracted location vendors, catering, and equipment rentals
- Raised and managed the budget for the project

SKILLS

Team Leadership
Highly Organized
Adaptable
Independent and Collaborative
Problem-solving Skills
Effective Communication

1st Assistant Director

Aug. 2022 - March 2023

- Communicated with actors, studio teachers, and locations on availability to create a comprehensive schedule
- Acted as manager on set, problem-solving and maintaining the work flow

2nd Assistant Director

Dec. 2021 - July 2022

- Generated daily shooting schedules
- Crafted and emailed call sheets to all of the cast and crew
- Point of contact between production office and set
- Managed and coordinated extras on and off set.

OTHER EXPERIENCES

- Producer on 6 other low budget projects
- Assistant Director on over 24 other low budget projects
- Stagehand for college production of *Newsies*
- Experience working as a lighting assistant and as a sound assistant
- National Cherry Blossom Festival: Liaised information and coordinated with military officers, members of the House of Representatives, and members of Congress for a Congressional Reception in Washington, D.C., Jan. 2019 - Mar. 2019.
- Team Manager of an audio book recording company tailored towards students with learning disabilities in grade school, Aug. 2017 - May 2020.
- Mentored students at a university in a variety of class topics, including media law, screenwriting, and ethics, Sep. 2021 - Aug. 2023.

SOFTWARES

Microsoft Office
Excel
PowerPoint
DaVinci
Adobe Premiere
Final Draft
Studio Binder