

NATALIA CALVILLO

CONTACT

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1420 N Mansfield Ave

Los angeles, california

PROFILE

Creative and driven assistant with experience supporting teams throughout all stages of development and production.

EDUCATION

University of Arizona
Bachelor of Arts: Film &
Television December 2019
Minor: Communication

SKILLS

- Apple & Windows Software
- Adobe Suite (Photoshop, Premiere Pro)
- Google Suite (Drive, Docs, Gmail, Pages, Sheets)
- Microsoft Office (Excel, Outlook, Powerpoint, Word)
- Workday
- Zoom
- Social Media (Facebook, Instagram, Snapchat, Twitter, YouTube, TikTok)

EXPERIENCE

PROMOTIONS ASSISTANT

CUMULUS MEDIA; TUCSON, AZ // OCT 2019-JULY 2021

- Organized local promotional events by coordinating event details with local vendors
- Represented numerous radio stations (The Vibe, Kiim, K-Hit, Sports Radio) by interacting professionally with clients at on-site events handing out merchandise, concert tickets and playing games
- Provided backstage support at live shows by managing audiences, guiding meet and greet guests, and taking photos of talent
- Provided administrative support at remote events when needed
- Finalized scripts with clients to ensure promotion accuracy for on-air advertisements and directed talent for live spots

PRODUCTION INTERN

COX CREATIVE STUDIOS; TUCSON, AZ // MAY 2019-AUG 2019

- Assisted with creative development of video projects and commercials by brainstorming concepts with clients
- Edited engaging on-air digital content for local businesses such as commercials, organization events, and recognition videos
- Delivered high-quality media to meet tight deadlines
- Demonstrated the ability to understand client and director artistic vision's throughout the editing process

VIDEO EDITING INTERN

BEYOND VIDEO, TUCSON, AZ // MAY 2019-AUG2019

- Edited and created social media assets for broad client bases, ranging from non-profits to construction companies
- Filmed and edited campaign videos to create brand awareness for a local non-profit organization
- Evaluated and selected scenes for pacing and entertainment value

OTHER WORK EXPERIENCE

BARISTA

WARNER BROS. STUDIO TOUR HOLLYWOOD; BURBANK, CA // AUG 2021-PRESENT

BARISTA

DUTCH BROS. COFFEE; TUCSON, AZ // FEB 2020-JULY 2021

PROJECTS

"PRIYA" (STUDENT FILM) PRODUCTION MANAGER

UNIVERSITY OF ARIZONA; TUCSON, AZ // OCT 2019

- Assisted the Director with blocking, script supervising, and placing of props between takes
- Helped with the set up, take down and loading of filming equipment
- Communicated with the Director to ensure continuity throughout each scene