

Nathalie Dortonne

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PROFESSIONAL EXPERIENCE

Line Producer's Assistant *Miracle Workers* - Season 1 (TBS): Norcross, Ga. 10/2017 – 03/2018

- Starring: Daniel Radcliffe, Steve Buscemi, Line Producer/UPM: Paul Barnes
- Managed Paul Barnes' schedule; Updated vendor list, cast appearance log/sheet, & purchase order binder
- Organized cast contracts; Completed DGA Employment Data Report; Assisted with filling out production reports

Producer's Assistant *Unbroken: Path to Redemption*: Atlanta, Ga./Los Angeles, Calif. 06/2017 – 10/2017

- Director: Harold Cronk, Producers: Matt Baer, Mike Elliott
- Collected and organized crew resumes from BTL agencies; scheduled department head interviews through agents
- Calculated and helped organized over \$35k in receipts for Capital Arts Entertainment reimbursements

Producer's Assistant *Honey 4*: Atlanta, Ga. 03/2017 – 06/2017

- Featuring: Teyana Taylor, Bryshere Gray, Sierra McClain, Charmin Lee
- Managed Mike Elliott's schedule; Set up meetings; Wrote script coverage for several screenplays;
- Calculated and helped organized nearly \$30k in receipts for Capital Arts Entertainment reimbursements

Director's Assistant *Come Sunday*: Atlanta, Ga. 12/2016 – 02/2017

- Featuring: Chiwetel Ejiofor, Martin Sheen, Danny Glover, Jason Segel, Lakeith Stanfield, Condola Rashad
- Managed Director Joshua Marston's schedule; Set up meetings; Performed tasks as requested by Joshua Marston
- Facilitated & coordinated picture cars along with Transpo; Calculated rental costs, negotiated prices with vendors
- Assisted with script clearance research for Joshua Marston, screenwriter Marcus Hinchey, producers & legal team

Network Program Scheduler Assistant, CNN International, CNN en Español: Atlanta, Ga. 10/2015 – 05/2016

- Helped manage the programming schedules for CNNI and CNNE; communicated programming changes across the networks; archived shows in video library; managed archive lists
- Researched show topics; logged footage; booked guests for *Marketplace Africa*; wrote 2 *African Voices* packages
- Contributed articles to CNN Living/Travel; wrote story on dangers of poverty porn (garnered 1M+ page views)

Digital Public Affairs Fellow, The 316 Group: Washington, D.C. 09/2014 – 01/2016

- Developed a social media strategy that increased The 316 Group digital presence by more than 500 followers
- Promoted multimedia content via Twitter and Instagram, utilized Hootsuite/SEO/analytics to boost site traffic
- Designed infographic using Adobe Illustrator and Adobe Photoshop for marketing of The 316 Group's mission

Producer, Press/Communications Intern, U.S. House of Representatives: Washington, D.C. 05/2014 – 07/2014

- Produced, wrote, directed & edited the documentary *Freedom Summer* on 50th Anniversary of Freedom Summer
- Researched/drafted constituent letters, e-Newsletter content, press releases, blog posts, compiled daily press clips

Producer, Anchor, WUFT News Morning News in 90: Gainesville, Fla. 09/2013 – 12/2014

- Produced & wrote 90-second news updates for local, state, national and international news using Adobe Premiere
- Created digital content and published daily news updates

Freelance Writer, The Gainesville Sun: Gainesville, Fla. 10/2012 – 05/2015

- Edited content for the daily newspaper; Contributed more than 30 stories on tight deadlines

OTHER EXPERIENCE: Marketing Assistant (*Fences & Almost Christmas*)

TECHNICAL SKILLS: Final Draft, Avid Media Composer Certified, Adobe Creative Suite, Scenechronize (B1)

EDUCATION: University of Florida, Gainesville, Fla.

Bachelor of Science in Journalism/Minor: African American Studies - May 2015