

# Nathalie Dortonne

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## PROFESSIONAL EXPERIENCE

**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; Performed tasks as requested by Mr. Elliott
- Wrote coverage for scripts sent to me by Mr. Elliott; Copyedited Honey 4 script (Director Revision #4); Made adjustments to script in Final Draft
- Calculated and helped organized nearly \$30k in receipts for reimbursements for Capital Arts Entertainment

**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
- Compiled footage options of cartoons, news & animals for practical playback; Updated video playback document
- Helped with script clearance research for Joshua Marston, screenwriter Marcus Hinchey, producers & legal team
- Conducted various film research and gathered movie scenes for Joshua Marston; Organized research on Dropbox

**Writer, Director, Executive Producer**, *You Neva Know*: Atlanta, Ga.

02/2016 – 02/2016

- Wrote, directed, and produced *You Neva Know*; Managed a \$1,600 budget; Scouted locations
- Served as Script Supervisor & Costume and Wardrobe Stylist on set; Assisted in finding and arranging props
- Recruited and oversaw a cast and crew of 20 people

**Marketing Assistant**, Allied Moxy: Atlanta, Ga.

08/2016 – 10/2016

- Compiled daily breaks for *Fences*; Created *Fences* Trailer Launch – African-American Publicity Status Report
- Crafted daily social posts; Managed Allied Moxy's Twitter, Instagram, and Facebook accounts
- Provided administrative support to national team; Supported marketing team on *Fences* and *Almost Christmas*

**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)

**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 50<sup>th</sup> Anniversary of Freedom Summer
- Researched/drafted constituent letters, e-Newsletter content, press releases, blog posts, compiled daily press clips
- Collaborated with policy advisors to perform policy research for Rep. Alcee L. Hastings (D-Fla.)

**Freelance Writer**, The Gainesville Sun: Gainesville, Fla.

10/2012 – 05/2015

- Contributed, pitched & assisted editing 30+ feature, enterprise, entertainment & local stories on tight deadlines

**OTHER EXPERIENCE:** LaMont Ferrell's Sitcom Writing Class, Atlanta Film Society volunteer, PA on Tommy Ford's documentary *Through My Lens: Art is Life*, PA on *The King of Bloody Fookin' Britain*

**TECHNICAL AND SOCIAL MEDIA SKILLS:** Final Draft, Avid Media Composer Certified, Adobe Creative Suite 6, Adobe Premiere Pro, Final Cut Pro (B1), iNews, MediaSource, Scarlett, Microsoft Excel (B1), Microsoft Office

## EDUCATION

University of Florida, Gainesville, Fla.

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