

NATALIE PATEL

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EDUCATION

Northwestern University, Evanston, IL

Bachelor of Arts in Communication, Expected June 2021

Major: **Radio/TV/Film (RTVF)**

Prague Film School, Prague, Czechia, August 2019 - March 2019

RELEVANT EXPERIENCE

Carousel Productions | Los Angeles, CA

Intern, June 2020 - August 2020

- Wrote summaries of 55+ screenplay submissions for production evaluation
- Analyzed content to determine which submissions should be approved for development
- Composed project reviews, planned team meetings, and addressed phone inquiries

MGMT. Entertainment | Los Angeles, CA

Development Intern, June 2019 - August 2019

- Covered desks of assistants to the CEO and Talent Manager, mastering phone and client etiquette
- Reviewed a Michael Diamond project, giving notes for project improvement during post-production
- Read 15 feature scripts and 2 books, writing concise and insightful coverage for assistants and clients

Radio/TV/Film Department, Northwestern University | Evanston, IL

Student Office Assistant, September 2018 - June 2019

- Implemented daily to-do list, weekly inventory and streamlined emails, lessening administrative workload
- Created a reference document to make course registration more efficient for administrators
- Addressed questions of students and faculty through email and phone in a professional manner

LEADERSHIP EXPERIENCE

Studio 22 Productions | Evanston, IL

Co-Executive Chair, September 2019 - Present

- Headed two terms of 10 board members to greenlight and produce 13 shorts
- Created 3 new positions to address diversity and inclusion, pre-production needs, and film festivals
- Chaired 2 Studio 22 Premiere planning committees (budgets \$3500) to premiere the final films
- Collaborated with RTVF faculty to innovate film financing methods after department restructuring

Northwestern University | Evanston, IL

Producer (6 short films), March 2019 - Present

- Headed logistics of casting, location scouting and contracting, equipment rentals, transportation, crew, craft services, catering, and fundraising while solving last minute issues on set
- Developed scripts to ensure complex characters, clear messages, and engaging plots

SELECT PRODUCTION EXPERIENCE

Those Who Move Mountains (2020)

Writer, Director, Editor

NU Media Arts Grant

Woman by Vesper (2020)

Director, Choreographer

New Movement Project

Feet (2019)

Writer, Director, Editor

Studio 22 Productions Grant

Janek to the River (2019)

Director, Co-Writer

Film & TV School at AMU, Prague

Noodles & Incense (2019)

Co-Producer

Studio 22 Productions Bindley Grant

Niteskool Sessions: Episode 5 (2018)

Assistant Director

Niteskool Productions

SKILLS

Technical: Basic sound and light board, spotlight operating

Computer: Proficient in Microsoft Outlook, Word, PowerPoint, Excel