

Natalia Guedes

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WORK EXPERIENCE

Inffinito Film Festival

New York, NY

Producer

August 2024

- Collaborated with Inffinito CEOs Viviane Spinelli and Adriana Dutra to produce and manage key festival events.
- Oversaw film screenings, industry meetings, and high-profile concerts featuring Alcione and Larissa Luz at *SummerStage* in Central Park.
- Managed and coordinated festival volunteers, ensuring smooth operations and a seamless experience for guests and attendees.
- Facilitated logistics, talent coordination, and event execution to uphold the festival's artistic and professional standards.

PXP

New York, NY

Production Coordinator

November, 2024

- RFI: Digitas 2024 - Live Action
- Scheduled and oversaw production needs
- Managed communication between departments

Very Breezy

New York, NY

Content Creator

May 2023- January 2025

- Captured high-quality photography and iPhone video content for TikTok and Instagram to enhance brand visibility and engagement.
- Developed promotional material that aligned with the brand's aesthetic and marketing strategy.
- Collaborated closely with the brand's owner, a former Jewelry Market Contributor at *Vogue*, to curate compelling visual content.

Short Film *Anatomy of Deception*

New York, NY

Producer

Fall 2024 - Spring 2025

- Managed pre-production, production, and post-production logistics for an NYU 2025 Advanced Thesis film directed by Julia Lipsztein shot in Upstate New York.
- Secured locations, permits, and production resources while coordinating with cast, crew, and department heads to ensure a seamless workflow.
- Oversaw budgeting, fundraising, and financial management, successfully allocating resources to maximize production value.
- Facilitated contracts, scheduling, and risk assessment, ensuring compliance with industry regulations.
- Coordinated with the director and cinematographer to align production execution with the film's creative vision.
- Managed on-set problem-solving, troubleshooting challenges related to scheduling, weather, and logistics.
- Supervised post-production processes, including editing, sound design, and festival submissions, to ensure the film's completion and distribution.

Short Film *Long Time No See*

New York, NY

Producer and Assistant Director

Spring 2025

- Managed pre-production, production, and post-production logistics for an NYU 2025 Advanced Thesis film shot Manhattan, New York.
- **Producer:**
 - Oversaw budgeting, fundraising, and financial planning, ensuring resource efficiency and high production value.
 - Oversaw the casting process, coordinating auditions, and callbacks.
 - Secured filming locations, permits, and equipment while coordinating with vendors, talent, and crew to maintain production timelines.
 - Handled scheduling, and ensured compliance with industry safety and legal standards.

- Secured filming locations, permits, and equipment while coordinating with vendors, talent, and crew to maintain production timelines.
- **Assistant Director:**
 - Created and maintained the shooting schedule, ensuring efficient time management on set.
 - Acted as the key liaison between the director and various departments, facilitating clear communication and smooth operations.
 - Managed on-set logistics, ensuring the cast and crew adhered to the schedule and handled any real-time adjustments.
 - Oversaw safety protocols and problem-solved challenges such as time constraints, location limitations, and unforeseen delays.
 - Assisted in post-production coordination, working closely with the editor and director to ensure the film's timely completion and submission to festivals.

Conor Bagley

New York, NY

Assistant

August 2024 - Present

- Assist Broadway producer Conor Bagley (*Once On This Island*) with scheduling, coordinating meetings, and managing day-to-day operations.
- Organize and oversee staged readings, ensuring smooth execution by coordinating logistics, script distribution, and talent communication.
- Maintain and update professional correspondence, including drafting and distributing newsletters to industry contacts.
- Provide research and administrative support for upcoming productions, presentations, and industry events.
- Liaise with creative teams, talent, and industry professionals to facilitate efficient workflow and project development.

Over The Moon

New York, NY

Fashion Assistant

August 2024

- Assisted models on set, ensuring a smooth and efficient photoshoot process.
- Organized and prepared designer clothing, maintaining garment care and styling continuity.
- Supported the production team in executing Over The Moon's collaboration with Vivrelle.

Fordham Theatre Program

New York, NY

Social Media Manager

Spring Semester 2024

- Managed Fordham Theatre's Social Media Accounts.
- I connected with Fordham Theatre's Studio Lead Artists and all the talented individuals involved in Studio & Mainstage Productions, and Senior Showcase to produce content for Instagram and TikTok.
- Worked on videography and editing content for the Fordham Theatre's Social Media.

Leo Reis Corporation

New York, NY

Personal Assistant

Summer 2024

- Managed Leo Reis' calendar and meeting schedule, organized personal events, drafted emails and messages, assisted with business projects, organized events, and assisted on his participation at Brazil's *CARAS Magazine* 2024 event in New York.

IPTI US

New York, NY

Executive Assistant

April 2023 - August 2023

- Organized Annual Event 2023 at the Yale Club in NYC and upcoming Miami Annual Event
- Organized meetings and did research for the founders of the organization
- Helped deal with the recent merge between IPTI US & IPTI Brazil

Inffinito Film Festival

New York, NY

Assistant

September 2023

- Assisted Inffinito's CEOs Viviane Spinelli and Adriana Dutra
- Oversaw the Volunteers' work at the festival.

Fordham Theatre Program

New York, NY

Assistant for Head of Program

August 2022 - Spring Semester 2024

- Organized meetings and assisted Theatre Director May Adrales
- Photography and videography for Fordham University's TikTok and Instagram account

LANGUAGES

- Portuguese (Native), English (Proficient), Spanish (Proficient)

SKILLS

Software

- Google Workspace, Microsoft Office Suite, Canva, Final Cut Pro, Adobe Premiere Pro, Adobe Photoshop

PR and Communications

- Social Media (Instagram and TikTok), Photography, Videography, Copyediting, Research

EDUCATION

Fordham University

Fordham University Theatre Program

Bachelor of Arts,

Major: Theatre

Minor: Digital Technology and Emerging Media

Highlighted Coursework: Performance, Social Media, Digital Research Methods, and Interpretation of Film

Awards and Honors: Dean's List Honoree (2 years); GPA 3.814/4.0

New York, NY

Expected May 2025

INTERNSHIP AND MENTORSHIP

Roc Nation

Digital Media and Marketing Intern

- Worked for Roc Nation's Record Label Digital Media and Marketing for their signed artists
- Presented TikTok strategies and edited videos for Roc Nation Sports
- Presented TikTok strategies for LaMelo Ball's LaFrancé TikTok
- Presented social media ideas for Paper Plane's Social Media Manager for Holiday Season launch and assisted on a product shoot

New York, NY

Fall Semester 2023

Conspiração Filmes

Summer Intern

- Supported/Followed series through development, production, and post-production
- Was on set for *FIM*, a 2023 Mini Series on Globoplay
- Researched and followed Film editing for shows such as *Dom* (Amazon Prime Video), *Sob Pressão* (TV Globo) and *DPA* (Gloob)

Rio de Janeiro, Brazil

June 2022-August 2022

Malu Miranda

Mentorship

- Gained industry expertise and professional insights from the former *Head of International Originals Brazil* at Amazon Studios.
- Received mentorship in 2024-2025 while producing the short films *Anatomy of Deception* and *Long Time No See*, refining storytelling, production strategies, and industry navigation skills.

Elizabeth Sutton Collection

Content Creator

- Shot and edited content for Elizabeth Sutton's Instagram (@elizabethsuttoncollection) throughout event hosted at Elizabeth Sutton Collection Art Gallery in Chelsea

New York, NY

April 11th, 2024

12ML Comunicação

Intern

- Conducted research for captions and website content to support branding and communication strategies.
- Assisted in art direction, ensuring visual and conceptual alignment across projects.
- Managed Instagram marketing and public relations efforts to enhance audience engagement.

Rio de Janeiro, Brazil

January 2022- June 2022