

# NATALYA G

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## SUMMARY

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Innovative Producer with Twelve years of experience in all aspects of video production. Visionary creator, editor, storyteller and business operations manager with demonstrated ability to take an idea from concept to delivery to produce entertaining and inspiring pieces. Collaborative in working closely with strategic and creative teams to develop and produce quality video content. A Managing Producer with over ten years of successful experience in Video/Film Production as well as the Marketing Content/Creative Commercial industry. Recognized consistently for performance excellence and contributions to success in the production industry, Natalya's strengths include attention to detail, task oriented, strong communication skills, and a fun experienced person to add to your team + project. She has an excellent reputation for resolving problems and improving client satisfaction.

## SKILLS

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- Producing Shows, Media, Content, Events
- Pre-Production Planning - Post-Production Expertise
- Editing, Directing, Television & Broadcast Media
- Project Management
- Creative Collaboration
- Studio Production
- Presentation Skills, Work Planning and Prioritization
- Talent Acquisition
- Client Relations - Production Scheduling
- Content Development - Creative Direction
- Event Planning - Vendor Sourcing
- Digital Marketing
- Branding - Social Media Marketing
- Media Relations - Event Coordination
- Travel Administration - Scheduling
- Storyboarding - Content Producing
- Talent Recruitment - Location Scouting
- Live Show Rehearsals - Run of Show
- Event Production Processes
- Headline Talent
- Brand Development - Brand Messaging
- Creative Team Leadership, Design Improvements

## BRANDS WORKED WITH

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Porsche - McLaren - Daimler - Pagani  
F1 - Polaris - Range Rover - Chevrolet  
BMW - Nike - 1826 Creative Productions  
Gatti Law - Killer Burger - HIP Furniture  
Mellano & Co - YouTube - Grand Prix Motors  
Nikon - Carters - Olay - Chill's - Brew Dr. Kombucha

## WORK EXPERIENCE

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01/2016 to  
Current

## **Producer**

### **PDX Video Production**

- Oversaw logistical aspects from pre-production to post-production.
- Facilitated development of innovative scripts and storyboards.
- Developed content, PR media, Creative Concepts and Show flow of large and small events
- Presented production ideas and determined creative scenarios for production and delivery.
- Developed schedules for production, editing, and duplication for timely delivery.
- Developed production plans and organized resources to achieve prompt delivery of projects and events.
- Liaised with directors, actors and other creative staff to successfully complete projects.
- Collaborated with marketing and advertising teams to achieve successful launch of projects and campaigns.

10/2023 to  
11/2023

## **Production Coordinator / Talent Management**

### **Formula 1 – Las Vegas**

- Liaised with production managers, suppliers and vendors to support production needs for opening ceremony staged broadcast event.
- Coordinated with production team to support productivity targets and deadline management.
- Monitored and tracked progress of all production tasks for on-time delivery.
- Helped manage run of show, talent schedules and effectively booked Headline talent on and off site.
- Created and maintained schedules and provided internal support for manufacturing teams.
- Forecasted production schedules and adjusted plans to accommodate changes in demand.
- Collaborated with cross-functional teams to align production plans with Formula 1 and their teams.
- Coordinated rooms, schedules on site for all Headline Talent for the F1 shows and ceremonies.
- Continued to work across multiple teams to support during performance, rehearsals, and runners schedules leading up and following the Formula 1 event in Las Vegas

05/2022 to  
11/2023

## **Video Production Manager**

### **YouTube: Unspeakable Media – Houston, TX**

- Scheduled shoots and set up filming by communicating with talent and crew.
- Oversaw creative development and filming of different types of video content.
- Coordinated with Youtube representatives for content restrictions and management for video releases.
- Managed and coordinated post-production video editing, graphics design and quality assurance reviewing.
- Streamlined processes to minimize production delays and achieve intended strategy.
- Delivered branded content across film, broadcasting and advertising segments.
- Designed and created content to drive the brands marketing messaging in

accordance with brand strategies.

- Worked with camera operators and photography team to optimize equipment and effects choices.
- Coordinated camera shots, graphics and regulations compliance for productions.
- Prepared media stages for rehearsal, recording and live broadcasts.

01/2017 to  
11/2020

### **Account Executive**

#### **100SEVEN Marketing Agency**

- Negotiated sales deals between customers and agency, resulting in mutually beneficial agreements and cultivated relationships.
- Created and executed account strategies to present services to key decision makers.
- Executed successful budget, talent and sales campaign development.
- Increased profitability and pipeline development by leveraging diverse marketing channels and sales strategies.
- Liaised between clients and the team to resolve issues quickly & effectively.
- Directed production of all advertising materials.
- Directed all creative aspects of advertising campaigns.
- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Strengthened customer relationships with proactive and collaborative approach to managing needs.
- Attended networking events to build relationships and identify sales opportunities.
- Distributed marketing materials to existing and prospective clients to promote products and services.
- Prepared additional quotes for current clients to upsell products and services.
- Contributed to event marketing, sales and brand promotion.

01/2014 to  
Current

### **Production Manager**

#### **100SEVEN Marketing Agency**

- Coordinate with clients to define project specifications, vision, scope and budget.
- Develop ideas, produced and edited vast types of projects for various media and platforms.
- Develop web profile videos for client websites and local business commercials for broadcast on cable networks.
- Developed and proposed project scripts, sketches and storyboards to gain client approval throughout all project phases.
- Interfaced with clients to define project scopes of work, including budgets, creative vision and deliverable schedules.
- Manage video shoots, set teams and performers while creating work schedules and operating production equipment.
- Sourced materials to keep up with production goals and meet customer demands.
- Determined suitable crew requirements, scheduled employees, and worked with vendors to meet changing production schedules.
- Created streamlined production schedules and collaborated with production employees to communicate objectives and goals.

01/2009 to  
Current

### **Film/Video Producer**

#### **Freelancer**

- Efficient in Final Cut Pro - Adobe Premiere

- Reviewed and edited film by selecting best combination of performance, sequencing and timing to tell story
- Developed and managed projects from concept to completion, including storyboards, post-production editing and final delivery
- Produced original video content by working collaboratively with producers, designers and art specialists to facilitate production
- Captured unique/creative shots to better the level of production and the final video delivered
- Worked alongside second shooters at times to capture live action footage
- Oversaw logistical aspects from pre-production to post-production of video shoots, events and campaigns
- Delivered branded content across film, broadcasting and advertising segments
- Scheduled shoots and set up filming by communicating with clients, vendors, talent and crew.
- Oversaw creative development and filming of different types of video content.

01/2015 to  
01/2018

**Television Director**  
**Abundant Life**

- Directed live broadcasts, films and recordings or non-broadcast programming for public entertainment or education
- Interacted with crew members to oversee technical elements, including lighting, graphics, audio and camera movements
- Participated in meetings with producers and production crew to keep program in step with creative vision
- Proved successful working within tight deadlines and fast-paced atmosphere
- Presented production ideas and determined creative scenarios for production and delivery
- Directed work of lighting and sound crews to coordinate efficient production operations
- Directed live broadcasts, films and recordings or non-broadcast programming for public entertainment or education
- Booked guests for on-air interviews and assigned stories to reporters to manage coverage and schedule needs

06/2012 to  
12/2012

**Production Assistant**  
**Nike, Epoch, Nikon, Carters, Olay, Furlined, MJZ**

- Assisted costume designers, directors, cameramen, and other crew members in meeting production guidelines
- Assisted other crew members with administrative tasks such as answering telephones, filing paperwork and entering data entry for company records
- Worked across departments to address special needs and coordinate vendors on set during prep and filming
- Escorted individuals and visitors safely through film studio to set location
- Directed extras to set locations and performed crowd control duties for production spectators
- Ran errands for actors and film executives.
- Supported production needs by performing routine tasks using standard procedures and equipment.

- Completed wide range of tasks in diverse filming areas to support operations.
- Oversaw calendar to assist in coordinating daily production schedule, managing shifts and adequate coverage.
- Developed and maintained successful relationships with media professionals.
- Interacted positively with actors and actresses when escorting to and from trailers during filming.
- Directed extras to set locations and performed crowd control duties for production spectators.
- Supported current production needs by moving items between equipment, conveyors, and staging areas.
- Maintained schedules, managed deadlines, and interfaced with teammates to support production activities.

## PORTFOLIO SITES

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- [www.pdxvideoproduction.com](http://www.pdxvideoproduction.com)
- [www.panthercameracar.com](http://www.panthercameracar.com)
- [www.vimeo.com/100seven](http://www.vimeo.com/100seven)
- [www.100seven.com](http://www.100seven.com)

## EDUCATION

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01/2012

### **Associate of Applied Science: Integrated Media / Film Production**

**Mt. Hood Community College** - Portland, OR

Additional Courses: Continuing education in Film & Video Production, Coursework in Cameras, Lighting, Editing and Producing, Producing, Directing, Audio, Assisting, Writing Scripts, Media Writing, Web Design

01/2010

### **Digital Media / Film**

**The Center For Advanced Learning** - Portland, OR

Additional Courses: Coursework in Film, Photography, Graphic Design and Web Design, Majored in Film/Video Production