

Natalia Barreau

Fort Lauderdale, FL

(954)-882-5611 ■ taliabethany96@gmail.com

EDUCATION

Florida Atlantic University, Boca Raton, Florida 05/20

B.A. in Criminal Justice

London South Bank University, London, England 06/18

Communication & Digital Media Studies

RELEVANT EXPERIENCE

Robyn Hood Film, Remote (Fort Lauderdale, FL) 02/21 – Present

Office Production Assistant

- Support team through all stages of production, including development, pre-production, post-production, principal photography, and distribution.
- Aid in basic administrative tasks, including filing, posting correspondence and ordering supplies.
- Support the producer, through diligent of projects and tasks.
- Update the creative and technical database of the project on a weekly basis.

Jitter Flix Inc., Miami, FL 01/20 – Present

Assistant Producer/Production Assistant

- Arrange schedules and coordinate shoots, organized travel arrangements, research and source stock footage and any other program assets.
- Aide costume designers, directors, camera people and other crew members during set up and take down.
- Conduct crowd control and act as a runner distributing messages and items within film crew and cast.

Unmuted Co., Remote (Atlanta, GA) 01/19 – 12/20

Digital News Intern

- Facilitated complex investigations, researched stories, and moderated preliminary interviews.
- Edited and curated audio clips and video posts for web and social platforms.
- Performed clerical duties and assisting staff members.

AFFILIATIONS

Alpha Kappa Psi Business Fraternity Inc. 04/18-Present

Member

- Vice President of Alumni Relations, Marketing Committee, and Service Committee

#HIREBLACK

08/20-11/20

Mastermind Volunteer

- Content Writing Operations

SKILLS

Technical: Proficient in Adobe Creative Suite, Microsoft Office Suite, Word Press, iWork, and Search Engine Optimization

Social Media: Facebook, Instagram, Snapchat, Tiktok, Twitter, Creative Direction, Content Creation, and Writing/Storytelling

Language: Fluent in Haitian Creole and Conversational in French