

Natasha Ramos



Authorized to work in the US
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EDUCATION

MFA, Production & Project Management

University of North Carolina
School of the Arts
2023

MA, Production Design

Savannah College of Art and Design
2022

BFA, Film & Television

Savannah College of Art and Design
2016

CORE SKILLS

- Project Management
- Budgeting & Financial Tracking
- Production Coordination
- Vendor & Client Relations
- Scheduling & Resource Planning
- Documentation & Reporting
- Cross-Functional Leadership
- Event & Production Operations
- Team Communication
- Problem Solving

TOOLS & PLATFORMS

Microsoft 365, Google Suite, Smartsheet, Asana, Trello, Confluence, Monday.com, Slack, Momentus, Dropbox, Adobe Creative Suite

PROFESSIONAL SUMMARY

Creative production and project management professional with an MFA in Production & Project Management and experience spanning themed entertainment, live production, museums, and enterprise creative operations. Background includes Walt Disney Imagineering, Thinkwell Group/TAIT, RUN Studios, and client-facing work supporting brands including Amazon, Microsoft, Google, Disney, Universal Studios, Warner Bros., and HBO. Skilled at connecting creative vision with technical execution through cross-functional coordination, resource planning, financial tracking, vendor and client communication, documentation, and operations.

EXPERIENCE

Project Coordinator, Project Management June 2026 - Present

RUN Studios LLC | Bellevue, WA

- Manages operations for 5-8 concurrent client projects, supporting staffing, resource planning, financial tracking, and evolving production needs.
- Manages payroll approvals and labor tracking for 80+ employees and \$110K-\$220K in weekly labor spend.
- Owns onboarding communications, time-off tracking, and reporting systems that improve team visibility.
- Partners with project managers and creative stakeholders to align staffing, budgets, and execution.

Theatre Services Manager August 2024 - November 2025

Meydenbauer Center Theatre | Bellevue, WA

- Managed client relationships from inquiry through contracts and day-of execution for 100+ annual events.
- Coordinated theatre operations, production, marketing, and F&B teams for seamless event delivery.
- Oversaw large-scale productions with casts and participants of 250+ people.
- Collaborated with union crews and vendors in a high-volume performing arts environment.

Project Coordinator May 2023 - July 2024

Thinkwell Group (acquired by TAIT) | Los Angeles, CA / Remote

- Supported 3-4 experiential and location-based entertainment projects for clients including Universal Studios, Warner Bros., HBO, Disney, and SEVEN.
- Managed documentation, schedules, meetings, and cross-functional communication.
- Coordinated with designers, vendors, and clients through design development, value engineering, and execution.

Freelance Documentation Specialist July 2023 - May 2024

Cirque Éloize | Remote

- Created production books, technical riders, and SOP templates for shows installed aboard the Sun Princess.

Creative Development Intern June 2022 - January 2023

Disney Live Entertainment / Walt Disney Imagineering | Orlando, FL

- Supported inclusive content and product strategy initiatives to create meaningful experiences for cast members and audiences.

ADDITIONAL EXPERIENCE

IT Museum Exhibit Coordinator Intern

Denver Art Museum | Denver, CO

June 2021 - August 2021

Supported IT and A/V needs for exhibitions; coordinated installs and equipment research/purchasing.

Audio Visual Technician

PSAV (now Encore) | Southeast

July 2018 - March 2020

Delivered A/V support for corporate and convention events, including high-profile productions and travel assignments.

Production Coordinator / Graphic Designer

Mason+Dixon | Atlanta, GA

Jan 2017 - Jan 2018

Supported creative and production teams across video, branding, and live events.