



Creative Manager with a strong and diverse background in Themed Entertainment, Non-Profit Organizations, Museum, Theatre, Film, Graphic Design, and Advertising.

Production & Project Manager | ramosnatasha20@gmail.com | 772-418-2126
Kirkland, Wa | Authorized to work in the US | Visit my [Website](#)

Education

M.F.A. Production & Project Management | University of North Carolina School of the Arts | May 2023

M.A. Production Design | Savannah College of Art & Design | June 2022

B.F.A. Film & Television | Savannah College of Art and Design | August 2016

Certificates: Diversity & Inclusion in the Workplace - March 29th, 2022

Skills

Management Skills: Sales | Estimation | Budget | Contracting | Event Logistics, Coordination, and Planning | Document Organization |

Software Proficiencies: Microsoft Suite | Microsoft 365 | Google Suite | Smartsheets | Adobe Creative Suite | Asana | Trello | Production Management | Organization | Meeting Minutes, Media Management | Transcription | Momentus | Confluence | Google Suite | Adobe Suite | Microsoft Suite | SmartSheets | Monday.com | Slack | Trello | Bilingual - Spanish | WIX | Canva |

Soft Skills: People Management | Conflict Resolution | Client Relations & Customer Service | Hiring Manager | Project Coordinating | Production Management | Teamplayer | Collaborative

General Skills: Properties Design & Fabrication | Moldmaking | Resin | Sculpture | Woodworking | Scenic Carpentry | Powertool | Framing

Work Experience

Theatre Services Manager for Meydenbauer Center Theatre | Bellevue, Wa - August 2024-Present

As a Theatre Services Manager, I work closely with clients and internal stakeholders to ensure all of our events are safe, all necessary legal documents, deposits, and contracts are collected, and our patrons have an excellent experience. I work closely with the Theatre Department, Marketing Team, Event Operations Department, and F&B Department to execute the client's vision through Momentus, Tamas, and OneNote.

Freelance Documentation Specialist | Cirque Eloïze - July 2023-May 2024

Created the Production Book, Technical Rider, and SOP Templates using Word and Dropbox for a variety of shows installed on a major cruise line ship, in alignment with the Project Manager and Technical Director's needs.

Project Coordinator | Thinkwell Group - May 2023-July 2024

Partnered with various Design teams and vendors to achieve the client's vision through documentation collection, meeting minutes, scheduling client and internal meetings, organization of project folders and files, and contributed in strategic client and vendor relations using Google Suite, Teams, and Slack.

Creative Development for Prod/Content & Inclusive Strategy Intern | Walt Disney Imagineering - June 2022-Jan 2023

Collaborated with Disney Live Entertainment to create a more relevant and inclusive environment for both Cast Members and Audiences, alike. Leveraged communication and organizational skills to help the team create an infrastructure designed to foster creativity centered around Inclusion and relevance.

Director of Production, Production Manager, & Assistant Project Manager | UNCSA

Collaborated with the Design, Technical, and Stage Management Teams to achieve the Directors vision through communication and team work using programs such as Microsoft Outlook and Teams to ensure files were organized in an accessible location for all stakeholders.

Director of Production - 2023

Spring 2023: Winter Dance | Mother Courage

Production Manager - 2021-2022

Fall 2021: Detroit 67 | UNCSA Presents Two One Acts: The Shawl & Fifth Planet

Spring 2022: Mother Tongue

Assistant Production Manager - 2020-2021

Fall 2020: Rhinoleap's A Glass Menagerie | HBO's Home School Musical: Class of 2020

Spring 2021: Neaptide

IT Museum Exhibit Project Coordinator Intern | Denver Art Museum - June 2021-August 2021

Provided support to the IT Exhibit Project Coordinator by assisting her with A/V & IT needs for upcoming and current exhibitions. Attended meetings with the Curators, Project Managers, Designers, and Artists to discuss IT and A/V needs for upcoming exhibits; Scheduled meetings; Created detailed paperwork outlining important information for each piece of equipment installed; Used industry knowledge & problem-solving skills to complete unique or challenging installations; Scheduled equipment installations; Researched & purchased equipment.

Audio/Visual Technician | PSAV (now Encore) - July 2018-March 2020

Set up and struck Audio-Visual Needs for both Hotel & Convention Center clients. Was sought after and requested for strong inter-personal and customer service skills, often traveling for events in the South East, such as the NBA All-Star game in Charlotte, NC.

Production Coordinator/Graphic Designer/Production Assistant | Mason+Dixon - Jan. 2017- Jan. 2018

Partnered with Mason+Dixon on a variety of projects with varying roles and responsibilities. Collaborated with Southern Makers to produce Promotional Footage of the event & and coordinated crucial interviews & locations, keeping track of contracts, scheduling, and all paperwork used for the production.

References

Taran Ignacio | Technical Coordinator | Meydenbauer Center Theatre | +1 (206) 953-4856

Aziza Ali | Audience Services Coordinator | Meydenbauer Center Theatre | +1 (206) 258-9114

Jay Markham | Senior Project Coordinator | Thinkwell Group - A TAIT Company | jaymarkham@gmail.com

Kelly Friedlinghaus | Senior Project Coordinator | Thinkwell Group - A TAIT Company | +1 (310) 990-0957

Ana Aguilera | Assistant Technical Director | House of Dancing Water - Dragone | anaadrama@gmail.com