

Natasha Ramos



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

Work Experience

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

Our team 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

As a Production Manager at UNCSA, I collaborate with the Design, Technical, and Stage Management Teams to achieve the Directors vision through communication and team work. I use programs like Microsoft Outlook and Teams to keep the lines of communication open between departments and keep our files organized in one efficient and accessible location.

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

I provided support to the IT Exhibit Project Coordinator by assisting her with A/V & IT needs for upcoming and current exhibitions. My tasks included attending meetings with the Curators, Project Managers, Designers, and Artists to discuss IT and A/V needs for upcoming exhibits; Scheduling meetings; Creating detailed paperwork outlining important information for each piece of equipment installed; Problem-solving for unique or challenging installations; Scheduling equipment installations; Researching & purchasing equipment.

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

I was a Technician for both Hotels & Convention centers, often traveling between properties in the South East Region. While I primarily set up conferences with A/V, Power, & rigging needs, I was often requested for jobs that required an extra attention to Customer Service, an area I excelled in during my time with PSAV.

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

I partnered with Mason+Dixon on a variety of projects and my role changed accordingly. We collaborated with Southern Makers to produce Promotional Footage of the event & I coordinated the interviews & Locations along with keeping track of contracts, scheduling, and all paperwork used for the production.

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

Microsoft Suite | Microsoft 365 | Google Suite | Smartsheets | Adobe Creative Suite | Asana | Trello | Production Management | Organization | Efficient Bilingual - Conversational Spanish | WIX | Canva | Fast Learner | Flexible | Teamplayer | Collaborative

References

Eric Nottke | Assistant Dean, Director of Production & Project Management | UNCSA | nottkee@uncsa.edu

Chad Leslie | Professor of Production & Project Management | UNCSA | leslic@uncsa.edu | +1 336 734-2931

Jonathon Bennett | Director Sale & Operations | Encore: Weston Resort & Spa | +1 (912) 414-0463