

# NATSAI TODD

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## SKILLS AND INTERESTS

- **Technical:** MS Office Suite, Project Management, Communication, Scheduling, Stakeholder Management, Time Management
- **Interests:** Marketing, Producing, Writing, Agile Methodologies, Philanthropy, Networking, Leadership, Podcasting

## PROFESSIONAL EXPERIENCE

**Post Producer** – SWARD Productions, *Los Angeles, CA* May 2024-

- Create and maintain the project calendar to ensure all deadlines are met efficiently
- Act as the primary liaison between the client, Sephora, and the production team, including the editor, colorist, and sound mixer
- Execute quality control by reviewing provided decks and client notes to ensure the final product meets all specified requirements and standards

**Project Manager** – Wild Woods Picture & Sound, *Los Angeles, CA* February 2023-October 2023

- Managed a team consisting of a supervising producer, 6 online editors, 6 audio mixers, 4 colorists, and 12 assistant editors
- Confirmed schedules to ensure all team members are aligned with project timelines by tracking project progress while gathering & organizing information using Google Suite spreadsheets

**Finishing Producer** - Buddha Jones, *Hollywood, CA* June 2021-May 2022

- Collaborated across departments to oversee the post-production process
- Communicated strategies effectively to ensure alignment and coherence for multiple marketing campaigns that have garnered up to 4 million views for high-profile clients, including Amazon, Apple TV+, Netflix, AMC, FX, and NBCUniversal

**Associate Producer** – Technicolor, *Hollywood, CA* November 2019-June 2021

- Assisted 2 senior producers and supervised the evening editing teams for final air-date delivery for primetime [television productions](#)
- Tracked project statuses, assisted the Director of Product Innovation with billing & client training of operating systems, maintained an accurate list of current shows, oversaw troubleshooting, and overall administrative support as needed
- Organized internal demos and training for producers & continued communication between the Operations, Theatrical, Episodic, & Mastering departments
- Set-up initial client pre-pros/meetings, set-up & maintained project specific Aspera Shares, database & asset maintenance (Project Manager in the service, Sonar)

**Visual Effects Coordinator** – Pixomondo, *Santa Monica, CA* February 2019-May 2019

- Advised Supported the VFX Producers, Supervisors, and artists for the "The Orville", "Star Trek: Discovery" and "Midway"
- Worked with team and clients in all phases of project management across Pixa's Los Angeles, Toronto, and Vancouver facilities
- Acted as point of contact for client relationships. Scheduled and tracked artists' work: managed internal shot goals, statuses, and delivery dates by using Shotgun
- Created and reviewed technical specifications for the creation of visual effects work

**Production Coordinator** – Aaron Sims Creative, *Burbank, CA* October 2018-December 2018

- Prepared and delivered production and expense reports, as well as finalized crew timecards for HR/billing
- Acted as liaison between the clients, 18 VFX artists, the human resources department, and upper management

**Personal Assistant/Researcher** - Lena Waithe, PGA, *Los Angeles, CA* February 2018- August 2018

- Provided in-depth script coverages and creating transcripts for prospective TV pilots to assist Waithe in deciding which projects to greenlight for pilot season or further development
- Interfaced with Viacom, BET, and Showtime studio executives, as well as development executives, directors, talent, and agents to ensure clear communication and effective collaboration

**Social Impact Coordinator** – Odyssey Networks, *New York, New York* September 2016-April 2017

- Worked Cultivated screening partnerships and facilitated over forty screenings, notably with Google and the State Senate of Wisconsin, leading to record sales in the Social Impact department
- Developed and maintained an internal client database to ensure accurate and up-to-date information
- Managed screening data using Excel, including generating quarterly expense reports to track and analyze financial performance

## EDUCATION

**Temple University**

Bachelor of Arts in Film & Media Arts

**Philadelphia, PA**