



Catarina César

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[IMDb](#) | [Cinando](#) | [LinkedIn](#) | [Facebook](#) | [Stage32](#) | [Website](#)

PRODUCTION ASSISTANT

Film and TV Studio Experience / Office, Set & Location Shoots / Development, Pre- to Post-Production

Trilingual Creative and **multi-talented** Filmmaker with international experience supporting production teams in all stages of development, screenwriting, pre-production, production, and post-production editing in the UK, USA and Europe. Valued by industry professionals as **self-motivated**, **knowledgeable** and **competent leader** ensuring that everything is executed **smoothly** and **efficiently**. She has travelled the world since she was 11, did volunteering work and speaks **English, Spanish** and **Portuguese**.

Technical Skills

Software: Adobe Premiere Pro, WriterDuet, MS Office, InDesign, Klynt, PowerPoint, Prezi, MM Scheduling.

Office Management: Yamdu, Monday.Com, Mailchimp, Google Drive.

Equipment: Canon 100D, Shouldermount, Microphone shotgun Rode, Zoom recorder, Boomstick | **Driver's License plus own car.**



PROFESSIONAL EXPERIENCE

<u>Boston SciFi Film Festival</u>	Production Liaison	USA	Jul. 2021 - Currently
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- ❖ Communication between Sales Agents and Film Festival Director.
- ❖ Responsible for overseeing the production process with active participation in creative decisions.
- ❖ Film Judge. Watching and Analyzing 25 films per week to help planning the Film Festival programm.

<u>Alottabit Studios, LLC</u>	Screenwriter & Video Editor	USA	Jan. 2020 - Currently
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- ❖ Content creator. Scriptwriting and Co-writing screenplays for various projects in development; drama, comedy and animation for all ages. Coaching/Mentoring Students and trainees.
- ❖ Video and Sound editing and colour correction for a personality show "Miss Multiverse" 2020. Organizing files, cutting and editing 1st and 2nd assembly. Reducing 50hours of footage to 2 hours, and then to 20 mins episode each for 1 season.

<u>A Place in the Sun</u> <u>(Freeform Productions)</u>	Associate Producer	UK	Apr. 2019 – Jul. 2019
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- ❖ Making Call Sheets. Running the production on set and location, dealing with the logistics, licenses. Co-writing the script.
- ❖ Working directly with the Director. Managing teams. Support Team-building and coordinating the show.
- ❖ Research, Scheduling, Scouting. Budgeting and Driving. Booking restaurants and managing expenses reports.

<u>BlackBox Multimedia</u>	Development Trainee	UK	Mar.2019 – Apr 19
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- ❖ Treatments, Script Reports, Research and Translations.
- ❖ Writing and Designing Pitch Decks and TV Bibles.

FILM CREDITS

- ❖ **A Tree Fell Today (2021). Short** | Barking Duck Productions | Directed by Oliver Crawford | Script Supervisor
- ❖ **Café Mirage (2020). Feature** | Pattern Maker Films | Directed by Neilson Black | Costume & Wardrobe Department.
- ❖ **Damaged But Interesting (2019). Short** | Petetom Productions | Directed by Dann Emmons | Script Supervisor
- ❖ **Martha (2019). Short** | Blue Bird Film Productions | Directed by Christopher Haydon | Script Supervisor
- ❖ **Serramoura (2017-2018). TV Series** | Voz Audiovisual | P.A.
- ❖ **Síndrome De Cinema (2013). Documentary** | Universidade da Beira Interior | Directed by Henrique Cannavial | P.A.
- ❖ **Morangos Com Açúcar (2011-2012). TV Series** | Plural Entertainment | Extra.

EDUCATION

Masters Degree
Film/TV Exec. Production & Audiovisual Management.
University of A Coruña & La Voz De Galicia. Spain. (2015-2017)

Degree
Film Studies.
University of Beira Interior. Covilhã. Portugal (2012-2015)

BBC Work Experience
The Big Questions – Mentorn Media (2018)

SCREENPLAY AWARDS & SELECTIONS

