

# MATILDE SILVA

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## EDUCATION

**New York University, Tisch School of the Arts**, New York, NY

Fall 2020-Spring 2023

Bachelor of Fine Arts - Drama Major – 3.8/4 GPA + Dean's List (2020-2022)

**Is completing the 4-year undergraduate program in 3 years.**

**2 Minors:** Business of Entertainment Media and Technology & Producing.

## EXPERIENCE

*Script Coordinator, Akula Literary Partners*, Los Angeles, CA (Remote)

April 2023-Present

- Provide insightful feedback on feature films and pilots based on research and story development, working alongside Oscar member T. Rafael Cimino and Oscar winner, Cuba Gooding Junior.

*Producer, Screenwriter & Lead Actress, Healing Plan Short Film (Upcoming)*, New York, NYC

November 2022-Present

- Wrote original screenplay inspired by personal events, obtained feedback from professionals, and adjusted accordingly.
- Conducted and scheduled auditions through Breakdown Express, Backstage, and NYU's network.
- Led and scheduled team meetings, cast and crew negotiations, and assigned tasks on Notion with detailed guidelines.
- Designed pitch deck and artistic statement (workshopped with Tribeca Film Festival staff) to scout crew members.
- Conducted crowdfunding campaign through Seed&Spark, designing a video, incentives, mission statement, etc.
- Finalized SAG-AFTRA Micro-Budget contract and *Bluestone Pictures* (Production Company) contract for the short film.

*Production Assistant, Saudade Theater*, New York, NY

October 2022-Present

- Programmed and conceptualized a marketing strategy to promote the production, leading to an increase in Instagram following by 0.4% in the first week of working at Saudade and reaching +266% more accounts than the previous week.
- Designed the newsletter by selecting striking images from the film screening, appropriate fonts, and attractive writing promoting our events with MailChimp, following Saudade's brand aesthetic.
- Pitched and developed fundraising ideas for future projects such as a bottomless soccer match, appropriate to our young adult target audience. Assisted with the location scouting for this event and researched potential partnerships.

*Casting Director Intern, Eva Leira y Yolanda Serrano (CD's of Money Heist)*, Madrid, Spain

June – July 2022

- Scheduled and coordinated in-person and online auditions with agents and managers via Gmail or phone.
- Coordinated, reviewed auditions, and sent watermarked audition sides along NDAs to agents and managers, maintaining and updating all office databases and archives.
- Scouted potential talent on agencies and social media, discovering Joél Sánchez (now cast in *Money Heist's* Spin-Off).
- Operated the video camera and sound equipment during in-person auditions, then transferred files to the database.
- Worked on a cross-functional team when attending the networking event "MADS school opening" along with directors, producers, filmmakers, celebrity actors, sponsors, and casting directors.

*Talent Management Intern, Brave Artists Management*, Los Angeles, CA (Remote)

May 2021 – Sep 2021

- Submitted talent to projects using correct headshots/videos on Breakdown Service, LaCasting, and Spotlight.
- Edited actors' footage on iMovie and uploaded them to Breakdown Services or Vimeo Pro labeled according to actor, project, and role. I coached the actors via Zoom or Gmail notes if my boss was not happy with the tapes.
- Operated through InEntertainment to enter contacts, send out casting appointments, and categorize the calendar, always flexible for last-minute changes.
- Pitched clients to press and projects, selecting the acting material that best fit the press' brand and content, and promoted the clients' achievements through Instagram posts.

## INTERESTS

*Loyal Member, NYU Stern & Tisch Entertainment Business Association – Loyal Member*

Sep 2020 – Present

*Actress* on 8 student films and one feature film, always creating a positive environment and offering help to the crew.

## SKILLS

- Fluent languages: Spanish, Portuguese, English.
- Computer skills: MAC, PC, Microsoft Office (proficient), iMovie, Zoom, Adobe Creative Suit, Adobe Lightroom, Vimeo, InEntertainment, Breakdown Services, LA Casting, Spotlight, HandBrake, Keynote, Asana, Mail Chimp, Google Suite Instagram, TikTok (Achieved +1 million views), Facebook, Twitter, Snapchat.
- Other skills: Content Development, Story Research, Creative Vision, Team Leadership, Market Dynamics, Rating understanding, Screenwriting.