

NATALIA CELIS

SR. PRODUCER

562.396.3335

info@nataliacelis.com

BELLFLOWER, CALIFORNIA

<https://www.nataliacelis.com/work>

CLIENTS

LEGOLAND

FORD SOCIAL DEALER

HONDA POWER SPORTS

KIA

CA LOTTERY

UNIVERSAL STUDIOS

USFS DISCOVER THE FOREST

HOMEBOY INDUSTRIES

COVENANT HOUSE

HBO

CHILD RESCUE COALITION

VITAMIN WATER

SKILLS

BILINGUAL

ADOBE PHOTOSHOP

RISK-TAKER

TEAM PLAYER

PROBLEM SOLVER

RELIABLE

WORK WELL UNDER PRESSURE

TIME MANAGEMENT

DETAILED ORIENTED

INTERESTS

SALSA DANCING

WEDDING/EVENT PLANNING

TRAVELING

GOURMET COFFEE & DESERTS

MENTORING

EDUCATION

CALIFORNIA STATE UNIVERSITY,
FULLERTON

BACHELOR OF ARTS

MAJOR: COMMUNICATIONS /
ADVERTISING
AUGUST 2010

PROFESSIONAL WEDDING
PLANNER COURSE
DECEMBER 2016

EXPERIENCE

Sr. Producer, Dailey/9th Wonder/Gravity Global - 2022 - Present

- * Lead the global production team as Interim Executive Producer for 3 months, while the current EP was on a short term leave.
- * Develop and establish a production plan with EP to build the department from zero.
- * Pivoted through complex mergers to support and build a sustainable and scalable production workflow.
- * Estimate and execute the scope of work required to produce creative content ideas.
- * Establish creative approach and work with creatives, account and finance to meet milestones and deliverables.
- * Find solutions to barriers in production, and provide clear communication about daily progress with all respective teams.
- * Generate budgets for big and small productions.
- * Produce projects from beginning to completion and meet deadlines.
- * Set up and manage bidding processes for interactive productions.
- * Manage interactive production documentation (bid specs, calendars, estimate reviews internally, completion reports to wrap up project).
- * Handle union and non-union talent, from casting, estimates, contracts and to legal needs.

Producer, David & Goliath - 2015 - 2022

- * Lead and direct creative productions from concept to completion across multiple clients. Working closely with creatives, account, business affairs, client teams and outside vendors to execute and deliver the best creative content within time and budget.
- * Create and manage production timelines to meet client and internal deadlines and goals.
- * Skilled in bidding, negotiating, working with cost consultants and managing budgets ranging from \$20K to over \$1M.
- * Knowledgeable on SAG -AFTRA Talent Sessions, Talent commercial contracts, estimates and talent and legal needs.
- * Train and mentor new hires and set them for success in every process of our internal and external production process, so they can produce projects on their own.
- * Co-Produced with Executive Producers from start to finish to produce big projects; including Kia Soul Hamsters, Universal Studios Harry Potter Ride TV, and Super Bowl TV among many others.
- * Manage talent casting, booking, television edits, VFX, and recording and mixing sessions.

Wedding Planner - 2016- 2022

- * Plan the scope of the wedding event, including the time, location, and cost to meet the couple's vision and desires.
- * Create detailed timelines, budget and floor plans; along with scheduling and attending all vendor meetings.
- * Bidding from venues and vendors, manage budget, review wedding event invoices and approve vendor payments.
- * Direct the rehearsals and supervise all the events on the wedding day.

Broadcast Coordinator, David & Goliath - 2013 - 2015

- * Bid TV, radio and industrial jobs. Managed accounting, tracking delivery and wrapping (calendars, expense reports, invoice logs, completion reports, job binders) & balanced multiple projects across multiple teams.
- * Led voice over recordings, editing, VFX, and mixing sessions and supervised the posting and shipping of final assets to storage and trafficking facilities.
- * Worked with broadcast producers in all phases of TV production including, director searches, director calls, casting, booking studios and talent and covering finishing sessions.