

NS



City, ST



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LinkedIn | Portfolio

## KEY SKILLS

- Archival research
- Interview coordination
- Location scouting
- Field production support
- Post-production logging

# Natalie Simmons

## Documentary Production Assistant

### Documentary production assistant with field experience

Six years of experience supporting documentary film crews in research, on-location shoots, and post-production organization. Passionate about storytelling and investigative filmmaking.

## PROFESSIONAL EXPERIENCE

### DOCUMENTARY PRODUCTION ASSISTANT

TRUE STORY FILMS, SAN FRANCISCO, CA | JULY 2020 – PRESENT

- Conducted in-depth archival research for investigative documentaries, improving accuracy of historical content
- Assisted with location scouting and permits, securing optimal filming environments
- Coordinated interviews, ensuring subjects were prepped and production ran smoothly

### PRODUCTION INTERN

INSIGHT DOCUMENTARIES, SAN FRANCISCO, CA | MAY 2019 – JULY 2019

- Logged and organized footage for editing teams, reducing post-production time by 15%
- Helped set up and operate cameras and microphones during interviews and field shoots
- Assisted with transcribing interviews, improving efficiency in the storytelling process

## EDUCATION

### Bachelor of Arts in Journalism and Documentary Studies

University of California, Berkeley | Present