

Jason Natzke

720.427.3399
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10827 Morrison St. Apt. #101
North Hollywood, CA 91601

SELECT PROFESSIONAL EXPERIENCE

Mike and Molly - Warner Brothers Television

Burbank, CA

PRODUCTION ASSISTANT

Jul. 2011 – Present

- Copied and delivered scripts to cast and crew, organized and distributed cast and crew meals, copied, logged and circulated production paperwork, i.e. call sheets, production reports, purchase orders and etc., in addition to On-Set assistance during weekly audience tapings.

GCB (Good Christian Belles) - ABC

Burbank, CA

OFFICE/PROPERTY PRODUCTION ASSISTANT

Jul. 2011

- Copied and distributed production paperwork, organized property closets and completed inventory, cleaned and prepared property drinks in preparation for filming, in addition to off-site Art Department pick-ups.

Bright Idea Entertainment

Los Angeles, CA

ADMINISTRATIVE ASSISTANT/INTERN

Jul. 2009, July – Aug. 2010

- Created a Private Placement Memorandum which covered financial plans, proposed film slates and company information for potential investors.

Tapestry International Ltd.

Sea Bright, NJ

VIDEO ASSISTANT/INTERN

June – Jul. 2007

- Managed the audition process for Gaiam's *All About* children's DVD series on location in New York City, assisted with video logging and editorial for several Discovery Channel projects.

Family Martial Arts Center

Aurora, CO

CUSTOMER SERVICE MANAGER

Oct. 2002 – Aug. 2007, May 2009 – Aug. 2010

- Managed customer requests and concerns, coordinated special events, assisted with introduction and registration of new students, gave tours of facility, managed collection of tuition and day-to-day activities.

RECOGNITION & SKILLS

- Class of 2011 Commencement Keynote Speaker, Santa Fe University of Art and Design.
- Senior Thesis Film *Fixative*, 2012 Official Selection: National Film Festival for Talented Youth
- "Featured Filmmaker" on www.SantaFe.com, Santa Fe, New Mexico's official tourism site.
- Microsoft Office (Word, Excel, Power Point); Final Cut Studio (Final Cut Pro, Soundtrack Pro, DVD Studio Pro)

EDUCATION

Bachelor of Arts – Moving Image Arts (Magna Cum Laude 2011)

SANTA FE UNIVERSITY OF ART AND DESIGN

REFERENCES

- Kathy Nawabi, Production Coordinator, WB's *Mike & Molly*, 818.954.4043.
- Michael Hubbard, Owner and Operator, Bright Idea Entertainment, 310.600.5163.
- Jon Deiner, Production Coordinator, ABC's *Brothers and Sisters*, ABC's *GCB*, 818.560.1822

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To Whom It May Concern:

My name is Jason Natzke and this letter is to express my interest in an employment opportunity at your company. My goal is to provide assistance, teamwork and leadership of the highest quality, in any way I can. Please allow me to briefly describe my professional experience, highlighted in greater detail by resume.

I have over five years of experience in assistant work in the film industry, as I have served as a Production Assistant at both major television studios such as ABC and Warner Brothers, in addition to smaller companies on both ends of the country. I have been able to shadow industry veterans and gain important knowledge regarding what makes both a successful production as well as what it takes to be a powerful and creative artistic force. In addition, I have spent extensive time both on set and in an office, ranging from popular television shows such as *Mike and Molly* to smaller, independent sets such as American Film Institute's *Towing*. I have valuable understanding and awareness in regards to what is required of oneself to work on a production, specifically the importance of completing tasks to the best of your ability in a timely manner. It is through these various positions that I learned both the value of leadership and importance of working with efficiency.

My strengths include a positive attitude and drive, outstanding customer service ability, strong communication skills and a deep understanding of respect and authenticity. In addition, I am highly skilled in Microsoft Office, as well as film editing programs such as Final Cut Pro, Soundtrack Pro and DVD Studio Pro.

I strive to achieve excellence and integrity in everything that I do and I believe that this intention, paired with my passion for film and telling impactful stories, makes me a unique and qualified candidate for a position at your company.

I am excited for my next opportunity for growth and I look forward to speaking with you soon.

Respectfully,

Jason Natzke