



Madeline Ramona Mendez

Assistant Director & Writer

Contact

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Austin, TX

Education

BFA: Film Production

Focus: Screenwriting

Texas State University, San Marcos, TX

August 2017 - May 2020

Honors: *summa cum laude* (GPA 4.0)

Skills

Google Workspace - Microsoft

Office Suite - Adobe Creative

Suite - Final Draft

Organization - Flexible Creativity -

Character Development -

Communication - Creative Problem
Solving - Quick & Critical Thinking -

Leadership Skills - Teamwork -

Spreadsheet Management

Experience

Office Production Assistant

HBO Max | Sept 2021 - Present

Kyle, TX - In my role as an office production assistant for the mini series *Love and Death*, I assist the COVID-19 production manager with many analytical documents that include the management and contact information of approximately over 700+ cast and crew individuals.

- Produce accurate COVID-19 documentation and organize resources to smoothly execute changes on the required Health and Safety Training.
- Maintain zone separation, enforce sanitization guidelines, and distribute proper PPE to cast & crew.

Twitch Affiliate

Twitch | June 2020 - Present

Remote - As a content creator, I produce, schedule, & broadcast video content on a weekly basis.

- Produce targeted content across multiple social media platforms, reflecting viewership wants and needs.
- Strengthen content through proofreading and editing.
- Choose cover photography or artwork, select fonts and arrange designs to attract target readership.
- Complete accurate and polish formatting in line with publishing standards prior to submission.

1st Assistant Director

SABi Productions | Nov 2020 - May 2021

Austin, TX - During the feature film production of *Hierarchy*, I coordinated with the production team, producer, and director to pinpoint creative vision, determine technical needs, and devise shooting schedule.

- Conducted meetings with staff to discuss production progress and attain production objectives.
- Alleviated issues between actors on set to keep projects on track and avoid delays or budget overages.
- Remained composed and highly professional in fast-paced and constantly changing environment,