



# Catarina De Cèzanne

Screenwriter / Production Coordinator  
Film & TV experience

## SUMMARY

As a seasoned Screenwriter, Film Festivals programmer and Production Coordinator with experience working for large and small teams, on set as well as in the office, I bring a wealth of experience to the table, covering everything from **development** and **pre-production** to **post-production** and **distribution**.

My portfolio includes a diverse range of TV series, films, and shorts, spanning different genres and budget ranges. I have a reputation for being an "idea generator", hardworking, dependable and imaginative. Additionally, I have a **valid driver's license** and am eager to explore new opportunities and challenges, whether they be part-time or full-time, domestically or abroad.

## PROFESSIONAL EXPERIENCE

- **Production Office at Films & Casting Temple** Jan 24 - Jul 24  
Disney Studios, Moore Park. Sydney, Australia. (Full-Time)  
**Office administration, Project development, Research: Script coverage and Script analysis.**  

- **Writer/Director & Video Editor | "After Link"** 2023-2024
- **Screenwriter**  
**HORROR FEATURE SCRIPT "SHADOWS"** JUL 2022 - MAR 2023  
**for Films & Casting Temple**  
Disney Studios, Moore Park. Sydney, Australia. (paid per draft)
- **THRILLER TV SERIES "DARKEST KELLY"** SEP 2022 - JUN 2023
- **HORROR FEATURE SCRIPT "KNITTING OUT"** JAN 2022 - OCT 2023
- **Production Secretary at Southwest Productions** Apr, 22 - Oct 23  
Lisbon, Portugal (Full-Time)  
**Funding applications: Production Booklet and Tech Recce schedules; Production Coordinator for Ads and Documentaries; Research: Script coverage and Script Breakdown.**  

- **PROD, COORDINATOR | ZALANDO** APR 2023   
Coordinated german and portuguese teams for a social media video shoot with an influencer to promote clothing and lifestyle in different locations. This involved scheduling, scouting and write transport orders.
- **PROD, COORDINATOR | CONDÉ NAST** MAR 2023 **CONDÉ NAST**  
Coordinated a lifestyle shoot of a small 20 people shoot plus an influencer in several locations for the magazine.
- **PA | AERIUS** FEB 2023   
Coordinated Callbacks, hotel bookings and logistics in order to make a video campaign for the brand "Aerius". A horror short video with a 90's style. In collaboration with Bayer, Oliver and Greenpoint. (still in post)
- **PA | PUBLICITY AMERICAN EXPRESS PLATINUM** DEC 2022   
Assisted the Cinematographer Max Wängdahl and the production team in delivering videos and stills of the new American Express campaign (platinum cards) in various locations and landscapes (winter, summer, beach and mountains) in collaboration with Eternity Group and Skarp Agency.
- **PA | PUBLICITY: VOLVO** OCT 2022   
Production assistant in a large international crew (video with a U-Crane and stills photography) for the new car model. Involve booking hotels, assist in making the schedule and other logistics in collaboration with Pom Pictures and Stendahls.
- **PROD. COORD. | RESCUERS THE LAST CHANCE.** AUG - SEP22   
**DOCUMENTARY DIRECTED BY MICHAEL KING.**  
Coordinated the US team and Portuguese team to film the Documentary in Portugal. Key responsibilities included scheduling and writing the production booklet accordingly with the director's vision. Locations scouting and permits management, dealing with suppliers as well as handling sensitive and confidential information. With only one week in advanced I managed to get permits to shoot in several locations in central and the north of the country, including the ministry of foreign affairs.

## CONTACT:

Phone: (351) 915 000 558  
E: [catarina.s.cesar@gmail.com](mailto:catarina.s.cesar@gmail.com)  
W: [www.catarinacesar.weebly.com](http://www.catarinacesar.weebly.com)  
Address: 2860-391 Moita, Setúbal. PORTUGAL  
Links:  
<https://linktr.ee/CatarinaCesar>

## TECHNICAL SKILLS:

**Screenplay Software:** Final Draft; WritersDuet,

**Video Editing Software:** Adobe Premiere Pro, Davinci Resolve.

**Pitch Presentation:** Prezi; PowerPoint; Microsoft Word, Canva.

**Admin:** Monday.com, Mailchimp, Yamdu, Dropbox, Godaddy, All google tools.

## SCRIPT AWARDS:



## FILM SELECTIONS:



## INTERESTS

- Film Festivals Marketing Strategist
- All forms of Art.
- Podcasts about Filmmaking.
- Writing Fiction Screenplays and Books.
- Reading and watching SciFi, Horror, fantasy, period dramas and animations.
- Indie Videography & Experimental.
- Photography.
- Physics and Cosmology
- Philosophy and Existentialism.
- Religion, Multi-culturism and Esoterism.
- Psychology and Neurology.
- Heavy Metal music.
- Narrative Video Games.

## LANGUAGES:

- Portuguese (Native)
- Spanish (C1)
- English (C1)

## REFERENCES:

*"Catarina is honest, extremely hardworking, dedicated and knowledgeable. She became an integral part of the team and her English is perfect."*

- Caroline Goodall.

(actress / producer & founder of Gemma Productions in LA, US)

*"I found her to be self-MOTIVATED and engaging. Her enthusiasm and charm were infectious. That trait cannot be underestimated in stressful situations."*

Garen Daly

(festival director from Boston SciFi Film Festival, MA, US)

*"Catarina inspires confidence, is always on time and gives of her best all the time."*

- Karen James. (client, UK)

*"Catarina was an absolute joy to watch and interact with! Her skill set is vast and varied and I would not be able to do her justice without writing a book but I will say that she was most certainly the brightest star in the group I volunteered with. She developed scenes at light speed and has a captivating way with words. She's fabulously talented in oh, so many ways and I sincerely hope we are able to interact again some day!"*

-Rhonda Spellman

(Alottabit Studios, Iowa, US)

Contacts upon request.

- **PA & 2ND AD | HAVASTUDIOS / RANDSTAD** JUL 2022

Assisted production, managing client, agency, production and local team to film 4 different campaigns for 4 different markets. Key responsibilities included communication with talent agencies, checking and reporting buyouts, and assisting on set. In this shoot I've also performed duties as a 2nd AD for three consecutive shoot days.



- **PA. | PEAS OF HEAVEN "THE FIELD"** APR 2022

Production assistant for swedish campaign Peas of Heaven that was awarded silver in the category "Sweden's best TV Commercial" at Roygalan. Key responsibilities involved assisting the team in the office and on location and driver.



- **Co-Founder & Festival Programmer**

**MIDNIGHT SOUL FILM FESTIVAL.**

JAN 2021 - PRESENT

Event logistics, Festival programming, Film Judge, Film curation, partner management, communication with filmmakers, program creation, volunteer coordination and social media management.



- **Associate Producer - A Place In The Sun**

**FREEFORM PRODUCTIONS (UK / PORTUGAL)**  
**BETWEEN UK AND PORTUGAL**

JUL - AUG 2019

Direct communication between the director and the production office. Location Scout. **Call-sheets**. Budget management and report expenses. Team coordination and leadership per episode. Shooting upsyncs. Research and Co-Writing.



- **Script Supervisor & PA**

3 SHORT FILMS: A TREE FELL TODAY; MARTA, DAMAGED BUT INTERESTING



- **Internship**

TV SERIES "SERRAMOURA"

2017

## TRAINING

- **AdGreen Sustainable Production** Mar 2023
- **Safe Sets International (Covid training)** Jun 2021
- **BBC Runner | Mentorn Media "The Big Questions"** Jan 2021
- **FEST New Directors New Films Training Ground** 2018-2020



## EDUCATION

**Fundación Santiago Rey Fernández Latorre / Fundación Amancio Ortega**

**MASTER DEGREE IN EXEC. PRODUCTION AND AUDIOVISUAL MANAGEMENT.**

2015-2017

Covering areas such as Journalism, Documentary and Interactive Documentary. Screenwriting and Development. Video-Games. New Media and Intermedia. Digital Marketing. Prevision of the market needs, Box Office tendencies and Distribution. Company Management and Finance, and Audiovisual Law.



**University of Beira Interior**

**DEGREE IN FILM STUDIES**

2012-2015

Covering areas such as Film Production and Film directing. Screenwriting and Analysis. Screenwriting and script analysis. Ethics. Film Theory. History of Film. Aesthetic, Semiotics and Philosophy. Video Editing. Cinematography. Photography. Video Editing & Sound.

