

NATALIE WOOD

(956) 571-0426 | natmariewood@gmail.com

EXPERIENCE

NBCUniversal

Los Angeles, CA

Writers' Assistant & Showrunner's Assistant for CHICAGO FIRE Season 11

June 2022 – Present

- Write, organize, and distribute notes on ideas and content generated by the writers' room
- Conduct research for writers' episodes and compile a weekly list of news stories containing content relevant to the show
- Provide administrative and scheduling support for Co-Showrunner, Andrea Newman, and Executive Producer, Michael Gilvary

Apple+

Los Angeles, CA

Writers' Assistant & Script Coordinator for SEVERANCE Season 2

July 2021 – Jan 2022

- Took, organized, and distributed notes on ideas and content generated by the writers' room
- Created and maintained Miro boards to organize the room's ideas for all season, episode, and character arcs
- Proofread, formatted, and distributed all written content to producers, studio executives, and network executives

Red Hour Films

Los Angeles, CA

Executive Assistant / Development & Production Coordinator

April 2019 – July 2021

- Supported the Head of Television, Jackie Cohn; managed calls, schedule, and travel; promoted from Executive Assistant to Coordinator
- Met with up-and-coming writers and filmmakers to find and generate material for Red Hour to develop and produce
- Provided notes on incoming television and feature submissions, as well as in-development and on-air Red Hour projects
- Tracked writers/directors/talent, IP, and competitive development across both television and film

NBCUniversal Page Program

Universal City, CA

West Coast Page

Nov 2017 – March 2019

Universal Pictures Creative Development Page

- Assisted executives throughout the department, ranging from CE to EVP, by coordinating calendars and call logs
- Managed day-to-day office administration by ordering supplies, maintaining inventory, and stocking the kitchen

NBC Primetime Programming Page

- Provided desk and phone coverage for assistants in the Drama & Comedy Development and Current Programming departments
- Greeted high-level guests for pitch meetings and other appointments; went on runs as needed for all department executives

Focus Features Publicity Page

- Compiled, formatted, and distributed daily press breaks to our marketing team, Focus Features executives, and filmmakers
- Assisted the Publicity team in preparation for several events, including press screenings, CinemaCon, and the *Tully* premiere

TV Distribution Marketing Page

- Uploaded promos and sent out weekly listings for *Dateline* and *On the Money*
- Worked alongside the TV Distribution Syndicated Sales team to maintain market contact lists and ratings sheets

AWARDS & RECOGNITION

Finalist — 2022 NBC Launch TV Writers Program

- Submitted RAISING FERN as the primary script and TAKE TWO as the secondary script

KILLER QUEEN — One-Hour Pilot — Dark Comedy/Drama

- Television Grand Prize Winner, 2022 Final Draft Big Break
- Top 50, 2022 Launch Pad Pilot Competition
- Quarterfinalist, 2022 PAGE Awards
- Second Round, Drama Pilot category, 2022 Austin Film Festival
- Official Selection, Fall 2022 Coverfly Pitch Week

RAISING FERN — One-Hour Pilot — Sci-Fi/Drama

- Quarterfinalist, 2023 WeScreenplay TV Contest
- Second Round, Drama Pilot category, 2021 Austin Film Festival

TAKE TWO — One-Hour Pilot — Fantasy/Drama

- Quarterfinalist, 2023 WeScreenplay TV Contest
- Second Round, Drama Pilot category, 2022 Austin Film Festival
- Second Round, Drama Pilot category, 2021 Austin Film Festival

HANGING AROUND — Half-Hour Pilot — Fantasy/Dramedy

- Quarterfinalist, 2023 WeScreenplay TV Contest

THE HUMAN TOUR — Half-Hour Pilot — Sci-Fi/Comedy

- Second Round, Comedy Pilot category, 2022 Austin Film Festival

TOUCHED BY AN ANGEL — Half-Hour Pilot — Fantasy/Comedy

- Second Round, Comedy Pilot category, 2022 Austin Film Festival

EDUCATION

UCLA School of Theater, Film and Television

Professional Program Certificate in Writing for Television

Los Angeles, CA

June 2018

Baylor University

B.A. University Scholar – Creative Writing & Film, Cum Laude

Waco, TX

May 2016