

Enya Zatarain

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EDUCATION

MA

June 2023

TAI Escuela Universitaria de Artes, Madrid, Spain
Screen Acting (MA)

BA

May 2021

Arizona State University, Tempe, AZ
Film and Media Production (BA) & Theater, Acting (BA)

EXPERIENCE

General Production Assistant, BAGA FILMS, Phoenix, AZ October 2023 - November 2024

- Facilitated on-set production needs, directed the team, oversaw daily planning and formulated reports on production progress and any unforeseen events.
- Led the reception of talent and supervised hair, makeup, and wardrobe logistics..

Production Assistant, TAI ESCUELA UNIVERSITARIA DE ARTES, Madrid, Spain September 2022 - June 2023

- Created reports on production progress, challenges, and key developments.
- Coordinated dates, locations, crew, talent, furniture, wardrobe and production design.
- Collaborated with multicultural team and organized broadcast related logistics as needed..
- Organized filmed material, guaranteed its delivery to the editor and supervised post-production.

Content Creator, VENZ MEDIA, Phoenix, AZ September 2022 - June 2023

- Executed and developed productions, concepts and creative themes for social media content.
- Recorded voiceovers and videos for short films, promotional videos, and commercials in Spanish and English and developed and hosted the broadcast of podcasts and entertainment content.

LEADERSHIP AND ACTIVITIES

Executive Producer & Director, MISCELLANEOUS & MUJERES, Tempe, AZ January 2021 - June 2021

- Led production, developed story ideas and ensured compliance with safety policies.
- Secured funding, administrated budget and hired crew and talent.
- Created the production design and oversaw wardrobe coordination.
- Created a social media strategy to promote the film and coordinated all stages of the project: pre-production, production and post-production.

General Production Assistant, ASU Mary Lou Fulton College documentary & Kyle Williams Commercial, Tempe, AZ January 2021 - June 2021

- Assisted in the general needs of the production and presented daily reports.
- Collaborated in the development, execution of a documentary through journalism techniques, and conducted news coverage and reported on events

SKILLS & INTERESTS

Technical: Adobe Creative Suite, Movie Magic scheduling, Movie Magic Budgeting, Google Workspace, Microsoft Office, project management and planning platforms, software knowledge, technological adaptability.

Language: Fluent in Spanish and English (written and spoken), logistics on set.

Soft Skills: On-camera presence & performance, strong storytelling and narrative development, public speaking & interviewing, research & content creation, creative problem solving, intercultural adaptability and creativity, time management, assertive communication, proactive and motivated, planning and coordination, customer service, teamwork and collaboration, strong reading and writing skills.

Interests: Social media content creation, community engagement, performance in theater and film productions, travel and cultural enrichment.