

An-Dinh Nguyen

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FILM/TV

EXPERIENCE

Writing and Research

- ♦ Researched *NOVA* stories and factoids, interviewed and evaluated science experts and fact-checked script for PBS's two-hour TV program on periodic table of elements.
- ♦ Pitched story leads, wrote outlines and/or researched talent for Animal Planet's *Cats 101* and *Must Love Cats* for TV network, producers and production team.
- ♦ Bulkied up pitch and program content for Travel Channel TV series *America's Wildest Roads* by writing blurbs and researching leads for talent, story angles and statistics.
- ♦ Drafted and/or conducted research for National Endowment for the Humanities or National Endowment for the Arts grant proposals for Spark Media documentary films and Blueberry Hill Productions cross-platform project.
- ♦ Polished and/or provided feedback on screenplays, books, stage plays, online content and marketing materials for movie producer/director, writer/producer and theater writer.
- ♦ Participated in Disney-ABC TV development sessions with movies, miniseries and acquisitions head while analyzing series promotions with drama executive mentor.
- ♦ Wrote TV spec scripts, pilots and a movie concept and participated in Yale Writing for Film seminar with novelist John Crowley.

Production, Post-Production and Logistics

- ♦ Prepared *NOVA* shoots by scouting and securing locations, acquiring and creating props and guiding talent.
- ♦ Secured stock footage, music license quotes, releases and other documents for *NOVA*.
- ♦ Conformed *NOVA* scripts to screening cuts, transcribed footage and managed deliverables.
- ♦ Liaised between Animal Planet story producers and talent, created and/or delivered call sheets, releases and other production binder materials and updated contacts database.
- ♦ Coordinated quarterly Global Marketing Councils of 50+ Disney executives.
- ♦ Oversaw delivery of theatrical release prints, negatives and posters to documentary production company and managed in-house inventory.
- ♦ Scheduled shoots and assisted production of student-run supernatural TV series.

DIGITAL

EXPERIENCE

Internet

- ♦ Designed, built and launched informational website, www.soulyoldies.com.
- ♦ Wrote 90+ articles on classic Motown artists, music and media.
- ♦ Integrated e-commerce features and performed search engine optimization (SEO).
- ♦ Developed online writing portfolio, www.andinhnguyen.com.

Mobile

- ♦ Created Program for Digital Content presentation introducing multiplatform startup.
- ♦ Brainstormed BU Mobile channel ideas and compiled mobile industry news and data.

WRITING

EXPERIENCE

Marketing and Communications

- ♦ Aided strategic planning and developed communications initiatives on board of youth music education nonprofit by exploring social media content ideas, website goals, e-mail marketing needs, crowdfunding options, donor management systems and grant tools.
- ♦ Smoothened communications between high-level ABC marketing, public relations and digital executives while observing processes behind promotional campaigns.
- ♦ Wrote press releases and prepared marketing materials for national magazine.

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Publishing

- ♦ Proofread national magazine's final print drafts and website content.
- ♦ Proofread translation company's medical device documents for final quality assurance.

DETAIL EXPERIENCE

Administration and Organization

- ♦ Arranged international and domestic travel, managed calendars, organized files, handled high volume of phone calls in fast-paced creative environment and fulfilled administrative needs of ABC marketing head and film production company owner.
- ♦ Coordinated DVD orders and shipments, reviewed sales reports, prepared expense reports, purchased supplies on SAP and handled invoices and other accounting duties.
- ♦ Managed databases, invoices, contracts, subscriber queries, inventory and maintenance concerns under vice president/publisher at national magazine.

WORK HISTORY

- ♦ Lead Volunteer and Talent Recruiter, **Cambridge Science Festival, MIT Museum**, Cambridge, MA, 12/12-present.
- ♦ Event Volunteer, **WGBH/PBS**, Boston, MA, 11/12-present.
- ♦ Board of Directors Member and Communications Officer, **Boston Urban Music Project (BUMP)**, Mattapan, MA, 7/11-present.
- ♦ Freelance Formatting Proofreader, **Crimson Life Sciences, TransPerfect**, Newton, MA, 8/10-present.
- ♦ Founder and Webmaster, **Souly Oldies**, www.soulyoldies.com, 10/04-present.
- ♦ Associate Producer and Grant Writer, **Sonata Mulattica and La Lucha, Spark Media**, Washington, DC, 11/09-7/10, 6/12-7/12.
- ♦ Assistant Editor, **Jazz Dreams II, Intercultural Films**, Marblehead, MA, 2/10-4/12.
- ♦ Associate Producer, **NOVA: Hunting the Elements (WGBH/PBS), Powderhouse Productions**, Somerville, MA, 8/11-3/12.
- ♦ Researcher, **The Popular Romance Project, Blueberry Hill Productions**, Watertown, MA, 12/11.
- ♦ Manuscript, Website and Marketing Materials Editor and Proofreader, **Above the Line and LennyManzo.com, Lenny Manzo Movies & Media**, Essex, MA, 2/11-9/11.
- ♦ Researcher and Production Assistant, **Cats 101 and Must Love Cats (Animal Planet), America's Wildest Roads (Travel Channel), Powderhouse Productions**, Somerville, MA, 6/11-8/11.
- ♦ Editor, Proofreader and Script Reader, **Rising Earth Productions**, Newton, MA, 7/10-4/11.
- ♦ Executive Assistant, **50 Eggs Films**, Babson Park, MA, 2/10-4/10.
- ♦ Marketing Executive Assistant, **ABC Entertainment Group, Disney-ABC Television Group, The Walt Disney Company**, Burbank, CA, 10/07-12/09.
- ♦ Producer and Crew Member, **Shadows, BUTV, Boston University College of Communication**, Boston, MA, 9/05-12/06.
- ♦ Publishing Assistant and Freelance Proofreader, **Legal Affairs magazine**, New Haven, CT, 8/02-8/05.

EDUCATION

Boston University College of Communication, M.S. in Television Production, 3.77 GPA with distinction, 9/05-5/07.
Yale University, B.A. in English, 3.70 GPA, *cum laude*, 8/98-5/02.

SPECIAL SKILLS

HTML, SEO, SAP, Microsoft Office, FileMaker Pro, Mac Keynote, FTP clients.
Movie Magic Screenwriter, EP Scheduling and Budgeting, Avid.

AFFILIATIONS

Affiliate and Professional Member, Women in Film & Video/New England, 11/09-present.
Supporting Member, Massachusetts Production Coalition, 7/10-present.