

# An-Dinh Nguyen

Boston, MA

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## WRITING EXPERIENCE

### Evaluation and Information

- ♦ Wrote 90+ articles on classic Motown artists, music and media on the informational website Souly Oldies, [www.soulyoldies.com](http://www.soulyoldies.com).
- ♦ Wrote *Cats 101* segment outlines for the showrunner and TV network Animal Planet.
- ♦ Wrote coverage and reviews of movies, screenplays, short stories and a manuscript for Phoenix Pictures.
- ♦ Evaluated screenplays for a Women in Film & Video/New England writing competition.

### Promotion and Persuasion

- ♦ Wrote *America's Wildest Roads* blurbs for the producer's pitch to the Travel Channel.
- ♦ Pitched story leads for Animal Planet's *Cats 101* and *Must Love Cats* to the producers and production team.
- ♦ Drafted National Endowment for the Humanities (NEH) and National Endowment for the Arts (NEA) grant proposals for the Spark Media documentary production team.
- ♦ Wrote press releases and prepared marketing materials for a national magazine.
- ♦ Smoothed communications between high-level ABC marketing, public relations and digital executives while observing the processes behind promotional campaigns.

### Imagination

- ♦ Participated in development sessions with the ABC movies, miniseries and acquisitions head and wrote episode notes under an ABC drama executive mentor at Disney.
- ♦ Wrote TV spec scripts and pilots at BU and a film concept for the De Hellerman Group.
- ♦ Participated in a Yale Writing for Film seminar with novelist John Crowley.

### Editing and Proofreading

- ♦ Polished and/or provided feedback on a screenplay, books, stage plays, online content and marketing materials for a movie producer/director and theater writer.
- ♦ Refined college application essay topics with students, revised drafts and recommended effective writing techniques through an educational consulting firm.
- ♦ Proofread a translation company's medical device files for final quality assurance.
- ♦ Proofread a national magazine's final print and online content and an NEH grant proposal, DVD artwork and correspondence for documentary film companies.
- ♦ Edited quiz bowl question packets and a cultural newsletter.

### Online Publishing

- ♦ Designed, built and launched Souly Oldies.
- ♦ Integrated e-commerce features and performed search engine optimization (SEO).
- ♦ Developed an online writing portfolio, [www.andinhnguyen.com](http://www.andinhnguyen.com).

### Research

- ♦ Developed advanced proficiency on LexisNexis, Cision and The Studio System.
- ♦ Conducted extensive historical, cultural, story, talent and other research for film funding requests, TV series and various publishing, digital media and academic projects.

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- DIGITAL EXPERIENCE**      **Internet and Mobile**
- ♦ Brainstormed educational outreach and digital content ideas for Spark Media films.
  - ♦ Created a Program for Digital Content presentation introducing the multiplatform startup.
  - ♦ Brainstormed short-form content ideas for the BU Mobile channel.
  - ♦ Compiled mobile industry news and researched mobile device usage and ad potential.
- FILM/TV/PRINT EXPERIENCE**      **Production, Post-Production and Logistics**
- ♦ Secure certificates of insurance and indemnity agreements for PBS's *NOVA*, identify on-screen talent, transcribe footage and manage TV program deliverables for WGBH.
  - ♦ Liaised between Animal Planet story producers and talent, created and/or delivered call sheets, releases and other production binder materials and updated a contacts database.
  - ♦ Coordinated quarterly Global Marketing Councils of 50+ Disney-wide executives.
  - ♦ Oversaw the delivery of theatrical release prints, negatives and posters to a documentary production company and managed its in-house inventory.
  - ♦ Scheduled shoots and assisted the production of a student-run supernatural TV series.
- Administration and Organization**
- ♦ Arranged travel and managed calendars in a fast-paced creative environment and fulfilled the administrative needs of the ABC marketing head and a film company owner.
  - ♦ Coordinated DVD shipments, reviewed sales reports, prepared expense reports, purchased supplies on SAP and handled invoices and other accounting responsibilities.
  - ♦ Managed databases, invoices, contracts, subscriber queries, inventory and maintenance concerns under the vice president/publisher at a national magazine.
- WORK HISTORY**
- ♦ Board of Directors and Program Committee Member, **Boston Urban Music Project (BUMP)**, Mattapan, MA, 6/11-present.
  - ♦ Associate Producer, Production Assistant and Researcher, **NOVA (WGBH/PBS)**, **Cats 101** and **Must Love Cats (Animal Planet)**, **America's Wildest Roads (Travel Channel)**, **Powderhouse Productions**, Somerville, MA, 6/11-present.
  - ♦ Freelance Manuscript, Website and Marketing Materials Editor and Proofreader, **Lenny Manzo Movies & Media**, Essex, MA, 2/11-present.
  - ♦ Freelance Formatting Proofreader, **Crimson Life Sciences**, **TransPerfect**, Newton, MA, 8/10-present.
  - ♦ Freelance Editor, Proofreader and Script Reader, **Rising Earth Productions**, Newton, MA, 7/10-4/11.
  - ♦ Associate Producer and Freelance Grant Writer, **Spark Media**, Washington, DC, 11/09-7/10.
  - ♦ 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.
  - ♦ Founder and Webmaster, **Souly Oldies**, [www.soulyoldies.com](http://www.soulyoldies.com), 10/04-present.
  - ♦ 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, FTP clients, Microsoft Office, FileMaker Pro, Mac Keynote.  
Movie Magic Screenwriter, EP Scheduling and Budgeting, Avid Xpress Pro.