

Natasha Lili Klauss Soleiman

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Education

Boston University College of Communications, BA: Broadcasting & Film,
Minor/ Anthropology. ('97)

Work Experience

Senior Project Manager

University of Pittsburgh, May 2023 - Present

Produce visual content for a funded website. Record and present visual content at the bi-annual NIH funded SenNet meetings. Manage and produce all aspects of event logistics including AV, banquet and hotel block. Communicate and administrate event planning and logistics, assist with coordinating contracts and negotiations under division Director. Maintain spreadsheets, timelines, tracking and registration.

Production Specialist

Videolinktv, Washington, D.C. Aug 2019 - October 2022

Managed the day to day operations of Price Waterhouse Coopers' Webcast Studio. Operated cameras, audio, lights & teleprompter, playback & record. Technical troubleshooting, over saw maintenance & repair of equipment and facility. Created tickets and managed relations with IT and other support entities. Liaised and scheduled tapings and live webcasts with clients within their internal scheduling portal. Ensured timely delivery of project while striving to fulfill top-notch client satisfaction.

Camera Operator & Director,

The Kennedy Center for the Performing Arts Sept 2002 - Present (part-time)

Create content for the Kennedy Center's website and promotional videos. Direct Millennium Stage Performances, streamed live 365 days a year across Youtube, Facebook and Center Website. Created promotional web content, shooting, editing & composing music for the NSO, Jazz & Dance Depts. (2002-2005)

Assistant Director

The Documentary Center, GWU. Washington, D.C. 2002-2012

Handled operations of the Center and its Institute for Documentary Filmmaking. Associate Produced Center films from pre-production: producing and archival research, production: logging of footage and rough cut edits to distribution to festivals and networks. Managed interns & contractors, created advertising materials, maintained Center equipment, managed databases and mentored & taught video boot camp to Institute students. In addition, produced and managed all special events from social media to organizing award ceremonies and receptions.

Associate Producer**Sonic Ignition, Washington D.C. 1997-2002**

Worked on all aspects of creating a nationally syndicated music television show, including; interview and live shoot set-ups, filming and editing of in-depth interviews and live concerts, editing and delivery of shows weekly to stations multi-nationally. Maintained ACT tape library database and shelving, ensured show was produced and distributed on time. Maintained relationships and correspondence with record label executives and cable stations.

Assistant Director**Women in Film & Video, Washington, D.C. 2000-2001**

Managed and coordinated every aspect of office operations. Liaised with public, membership and potential sponsors. Managed interns, produced and coordinated special events, projects & programs as well as managed membership database via Filemaker Pro

Program Evaluator,**Discovery Channel, International Division, Washington, D.C. 1999-2000**

Censored and reviewed prospective videos for their cultural sensitivity. Wrote in depth evaluations for senior review to determine their potential for International distribution.

Photo Researcher,**National Geographic Book Division, Washington, D.C. 1998-1999**

Researched, located and identified images from the Geographic library, wrote captions for publications. Coordinated with senior editors, writers and designers to facilitate cohesion under tight deadlines. Assisted with layout using Quark. Publications included; "The Milestones", "Australia the Timeless Land", & "The Last Climb."

Production Credits Include:

Brave New Films, CNN, Free Speech TV, Link TV, MTV's Real World, Bunim Murray Productions, Amplifier, Spark Media, Georgetown University, The George Washington University, Georgetown University, The Kennedy Center for the Performing Arts, Various Not for Profit Theater and Dance Companies (Atlas, Shakespeare, Strathmore, Levine School, Citi Dance) The State Dept., The Justice Department, Widmeyer Communications, Price Waterhouse Coopers, The National Parks' Service, The Smithsonian Institution, Dept. of Parks & Planning, University of Pittsburgh, One World Foundation, Akin Gump Strauss Hauer & Feld.

Skills

- Multicam Directing/switching - live streaming
- Self proficient one person set up (sound, lights, camera) > Live event and Documentary style videography (ENG, digital and dslr)
- Editing (Advanced Final Cut Pro & Proficient Adobe Premiere & Photoshop)
- Music composition
- Producing & Production Assistance

- PC & Mac Proficient (Microsoft Office (word, power point, excel) Mac Office, Lotus notes, Outlook etc. .)
- Software: Filemaker pro, budgeting software, Zoom, Google Meet, Teams, Webex, Crestron)
- Eye for visual detail
- Typing skills (55+ words a minute at 96% accuracy)
- Event planning & logistical coordination
- Ability to think and act quickly and creatively to quickly solve problems
- Able to communicate effectively with a wide range of personalities and skill sets
- Multi-tasker

Additional Experience

- Program Assistant & Videographer, “One Day in Peace” - A Global Peace Initiative signed through Congress : DC 2001
- Volunteer Piano Teacher, Farragut Elementary School - Boston 1997
- Music Art and Drama Teacher, Walani School, Malawi Africa 1998
- Nursery School Teacher, Bambino Nursery School, Malawi, Africa 1998
- Peace Corps Training Assistant, Malawi 1994

References (contact information on request)

Sindhu H Blume, Price Water House Coopers

Culver Long, Director, “Sonic Ignition”

Jody Hasset Sanchez, Award winning Producer & Film Director

Kristen Fosdick, The Kennedy Center