

# Matt I. Née

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## Education & Honors:

Lawrence University, Appleton, WI June 2023  
Bachelor of Arts, Major: **Film Studies**  
GPA: 3.8  
*Study Abroad:* London Centre Fall 2021

Named to Dean's List, all terms

## Film Production Experience:

*Archival Researcher*, Take 7 Productions, Milwaukee, WI April 2022 – Present

- Coordinate development of upcoming documentary on climate change
- Engage with research team on new data and discoveries to be incorporated in the film
- Co-produce visual tables and graphs used throughout the film
- Conduct research and provide summary on specific entertainment topics

*Executive Assistant*, Prosper Digital, New York, NY March 2021 – September 2021

- Worked closely with 5-8 other assistants in person and virtually
- Managed travel arrangements and proactively check on cancellations or delays to ensure alternate arrangements were made
- Managed monthly expense reports

*Production Assistant*, Dream Machine Films, Appleton, WI September 2020 – March 2021

- Assisted film crew with loading and unloading equipment
- Checked and repaired tools and equipment after each use
- Developed and planned execution of projects with Producer

*Film Intern*, Kairos Alive!, Appleton, WI June 2020 – August 2020

- Managed filming for 9 live streamed performances
- Coordinated with production team weekly to plan projects

## Projects:

Selected Works, Annual Senior Art Majors Exhibit, Lawrence University April – June 2023  
Digital Art Display, Prosper Digital, New York, NY June – August 2021

## Technology & Equipment:

Software	Cameras	Other
Final Cut Pro X	Blackmagic Production Camera 4K	Apple Motion
Adobe Premier	RED One MX and RED Epic Dragon	Audacity

## Additional Experience:

*Teaching Intern*, Appleton Area School District, Appleton, WI September 2021 – January 2022  
*Headshot Photographer*, Lawrence University, Appleton, WI September 2019 – March 2021  
*Art's Volunteer*, Boys and Girls Club, Appleton, WI September 2019 – June 2020