

# DIANA PATRICIA GUIZADO

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(512) 214-0225

## EDUCATION

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<b>The University of Texas at Austin</b>	Bachelor of Arts, Theatre and Dance <i>Bridging Disciplines Program Certificate: Social Entrepreneurship &amp; Non-Profits</i> <i>Minor in Business Foundations</i> <i>UT Los Angeles Wofford Denius Entertainment Center for Media Studies</i> <i>CasAzul Certificate in Writing for Television</i> <b>Honors:</b> College Scholar, NALIP's Emerging Content Creators Scholar	2019    Summer 2020  Spring 2022
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## PROFESSIONAL EXPERIENCE

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**Indigenous Cultures Institute** – *Programs Pilam Remote Part Time; San Marcos, TX* Jan 2021 – Present

- Coordinate the planning and execution of the Presentations Program, Xinachtli Program and Coahuiltecan Language Program
- Schedule meetings and book performers and speakers
- Market and outreach to sponsors and institutions
- Handle large volume and extensive interactions with co-workers

**Austin Film Festival** - *Film Administrator; Austin TX* Jul 2021 – Dec 2021

Member of the 2022 Narrative Film Selection Committee

- Managed key accounts and databases – FileMaker Pro, Excel, SQL, and FilmFreeway
- Managed department contract staff and interns
- Scheduled and orchestrated film premieres, screenings and Q&As
- Oversaw manpower during the Festival
- Performed clerical and administrative office tasks; answering the phone, responding emails, auditing payment reports and submissions

**SK Global Entertainment** – *Film Development Intern Remote; Los Angeles, CA* May – Dec 2020

- Created coverage on 2-3 scripts per week from the US and Latin America
- Provided comprehensive summaries and commentary on story concept, theme, potential market, and viability for projects in development and post-production to supervisors and department director

**The Arlook Group** – *Literary Management Intern Remote; Los Angeles, CA* June – Aug 2020

- Read pilots, features, and journalism articles to analyze potential for film and series development and writer's representation
- Analyzed documentaries and content from Korea to find competitive material and pitched for development

**Wise Entertainment** - *Research and Development Intern; Los Angeles, CA* Jan – May 2018

- Analyzed, researched and shaped data for the development of a new TV show based on a pressing social issue
- Created an extensive presentation on the social issue and presented it to the company's co-president
- Improved the compilation of data for Emmy nominated show East Los High

## LEADERSHIP AND ACTIVITIES

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**El Gato Feo Short Film** – *Co-Producer; Austin TX* Fall 2021

- Supervised Script and language accuracy for short film set in 1915 Northern Mexico
- Assisted in creating character backgrounds and casting talent
- Managed talent on set and assisted crew and director

**The Cohen New Works Festival 2019; Producer; Austin, TX** Aug 2018 – May 2019

- Led a group of 17 people to develop a new site-specific piece showcasing the racial history of UT Austin
- Interviewed 16 students of color across generations starting with alumni from the 60s
- Conducted research at the Briscoe Center for American History and built an art installation

## ADDITIONAL INFORMATION

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**Skills:** Spanish; MS and Google Office programs; proficient on Mac; SQL. **Eligible to work in the U.S. with no restrictions**