

NATALIE | ROJAS

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EDUCATION

Parsons | The New School for Design, New York, NY

Bachelor of Fine Arts in Photography: May 2014

Awards: University Scholars Award, BFA Dean's Scholarship

EXPERIENCE

InStyle Magazine, New York, NY

Assistant Photo Editor: March 2015 — Present

- Conceptualize photo shoots for beauty, fashion and lifestyle stories
- Meet with emerging photographers and stylists and present to leadership
- Book photographers, stylists, hair and makeup artists, models, set designers
- Organize travel arrangements, permits, insurance, locations, and equipment for shoots
- Communicate post-production notes and oversee final delivery of image files
- Coordinate still life shoots for all fashion and beauty selling shots
- Photo research and rate negotiation
- Create photo shoot estimates, maintain monthly photo budgets and reconcile production costs
- Ensure vendors, contracts and invoices are processed and reconciled
- Create monthly reports of syndicated image usage for leadership review
- Partner with cross-functional teams coordinating asset sharing and usage
- Hire, train and manage photo interns

Photography Intern: November 2014 — March 2015

- Performed photo research and image requests for beauty and fashion stories
- Assisted photo editors with production arrangements and final print crediting
- Managed billing and processing of invoices for domestic and foreign vendors
- Coordinated monthly issue mailings and updated photo agency archives

Elle Magazine New York, NY

Editorial Intern: August 2013 — December 2013

- Responsible for sample trafficking and organization of the fashion closet
- Organized clothing pulls and assisted editors with fashion run-throughs for Spring stories
- Created fashion and inspiration boards for editorial requests and contributed research for trend forecasting
- Packed and prepped for shoots and facilitated the transportation of samples to set

SOFT SKILLS

- Passion for innovation and discerning creative eye
- Strong sense of urgency, ability to multitask efficiently and work well under pressure
- Exceptionally organized and detail oriented
- Excellent negotiator and budget manager

HARD SKILLS

- Adobe Suite: Bridge, Photoshop, Lightroom, InDesign, InCopy, Illustrator, Premier, After Effects
- MS Office Word, Excel, PowerPoint, Outlook
- Mac and PC Platforms
- Fluent in Spanish