MATTHEW TAN

NYU Abu Dhabi, Saadiyat Island, PO Box 129188
Abu Dhabi, UAE

With a third-culture upbringing and a background in philosophy, I aspire to work in development/production on documentary/narrative projects, particular ones that explore under-represented perspectives. I am looking to build industry experience at production companies that strive for authenticity and originality in their content.

Portfolio: www.matthewtanfilms.com | Email: matthew.tan@nyu.edu | Phone: (0)56 9191240

EXPERIENCE

NYUAD Arts & Humanities | Equipment Center Assistant
Feb 2020 – Present | *Abu Dhabi, UAE*
Organize film equipment and assist with bookings, ensuring a smooth check in/out process and that equipment is well-maintained. Carry out administrative duties.

NYU Production Lab | Script Coverage Writer
Oct – Dec 2019 | NY, USA
The NYU Production Lab is a creative content incubator that helps students launch careers in the film industry. Wrote script coverage for incoming screenplay submissions to the Slate Feature Film Fund.

Yellowbelly Films | Development Intern
Jul – Aug 2019 | NY, USA
Assisted director/producer Patricia E. Gillespie (*Whose Streets?*, *Unrest*, creator of Viceland's *The Devil You Know*) in the development of her latest documentary feature. Helped to organize and copy edit grant proposals, budgets, and expense reports. Compiled communications spreadsheets.

The Documentary Group | Post-Production Intern
Jul – Aug 2019 | NY, USA
Assisted with media management and data organization tasks. Helped to transcode and log footage, and transcribe interviews for the post team. Screened and combined footage for selects on various projects, as well as cut my own trailer.

NYUAD Arts & Humanities | Video Production Intern
Sep – Dec 2018 | Abu Dhabi, UAE
Worked in production team to create A&H promotional content. Carried out administrative duties assigned by Equipment Center.

NYUAD Film & New Media | 1st AC, Event Planner
Jan – May 2018 | Abu Dhabi, UAE
Set up cameras and pulled focus on department projects, mentored by Oscar-nominated professor Scandar Copti (*Ajami*). Assisted FNM Program in preparing on-campus functions, managing social media campaigns, and carrying out administrative duties.

NYUAD External Relations | Arts Proxy Intern
Jan – May 2018 | Abu Dhabi, UAE
PA-ed on shoots for promotional content and edited socials targeting student groups. Worked closely with the Arts Center team in the communication of outreach activities.

VOLUNTEERING

Student Needs Adaptive Program | Student Mentor
Feb 2018 – Present | Abu Dhabi, UAE
Work with children on the autistic spectrum to improve their teamwork and communication skills through basketball.

EDUCATION

NEW YORK UNIVERSITY | GPA 3.92
B.A. in Film and Philosophy
Class of 2021 | Abu Dhabi, UAE
Studied abroad in India, USA, Ghana, and Cuba (Tisch Documentary Production Program)

FILM COURSEWORK: Advanced Filmmaking, Documentary Production, Movie Marketing, Techniques for Safety & Production, Contracts, Cinematography: Art & Craft, Producing for Film, Forms of Writing for the Screen

DULWICH COLLEGE | IB Diploma
Class of 2021 | Shanghai, China
Graduated first in class with IB score of 44/45.

PROJECTS

Rise Promo | Dir/Edit
Sep 2019 | USA | Smovies Film Competition

Not A Word Narrative Short | Prod/Writ
Jun 2019 | UAE

Orlando Doc Short | Dir/Prod
Apr 2019 | Cuba

Happiness is Passion Promo | Dir/DP
Mar 2018 | UAE

Still Life Narrative Short | Dir/Writ/DP
May 2017 | China | Emirates Short Film Festival

Homeless Doc Short | Dir/Edit/DP
Jan 2016 | China | Qatar Northwestern Film Festival

SKILLS

CAMERA & GEAR
Blackmagic URSA Mini/4K/Pocket Cinema
Canon C200/C300 | Canon 5D Mark III/IV
Sony FS5/FS7 | Panasonic Lumix GH5
DJI Ronin-M/Ronin-S | Zhiyun Crane II/III

LANGUAGES
English: Native | Chinese: Native
Hokkien: Native | Spanish: Professional

COMPUTER & EDITING
G Suite | MS Office | Blackmagic DaVinci Resolve
Adobe Premiere Pro | Adobe Photoshop
Final Cut Pro | Mac/PC