

Mateo Nicholas Felipe

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EDUCATION

Bachelor of Fine Arts, Film and Television, Showrunning Concentration
DePaul University, Jarvis College of Computing and Digital Media, Chicago, IL

Minor: Finance

- Academic Achievements:
- 3.782 GPA
- Presidential Scholarship

RELEVANT EXPERIENCE

DePaul University, Visiting Artist Series, Chicago, IL
House and Floor Manager

- Managed crowd control for an audience of 50-200 attendees across multiple events.
- Coordinated technical setups and performer logistics for high-profile visiting artist presentations.
- Maintained professional interactions with artists, staff, and diverse audience members.

TEDxPoolesville, Poolesville, MD

Video Production Manager

- Managed different facets of video production such as overseeing video projects from concept development, post-production, and presentation.
- Delivered a high-quality final product within the time frame.

PROJECTS

***oopsilon* (2026)**

Executive Producer & Head Writer

- Built and led writing team of 4 writers, providing creative direction, script notes, and ensuring consistent voice and quality across all episodes.
- Managed pre-production logistics including crew hiring, department head coordination, and casting.
- Spearheaded a crowdfunding campaign that raised \$1,090 to fully finance production.

Guided post-production process by reviewing cuts with editors, delivering targeted feedback on pacing, narrative flow, and tone to achieve cohesive final episodes.

***Bordando Esperanza* (2025)**

Producer, Boom Operator/Sound Mixer, & Assistant Editor

- Researched transnational feminism, post-colonialism, and ethical documentary filmmaking to create insightful questions for the participants.
- Operated boom microphone and mixed live sound on set, managing audio equipment setup, monitoring recording levels across multiple channels, and collaborating with director and DP to capture high-quality production sound.
- Supported editorial team by ingesting and organizing media, syncing dailies, assembling sequences, exporting drafts, and maintaining project files to facilitate efficient editor workflow.

***Silver Bracelet* (2024)**

Digital Imaging Technician & Production Assistant

- Managed on-set digital media workflow including footage backup, file organization, data verification, and quality control checks to ensure secure and organized delivery of all camera assets.
- Supported daily production operations by coordinating talent, running equipment between departments, assisting with set logistics, and fulfilling interdepartmental needs to maintain efficient shooting schedule.

SKILLS

- Screenwriting
- Promotional Video Editing
- Promotional Photography
- Budget Management

TECHNOLOGY

- Adobe After Effects & Premiere Pro
- Google Suite
- Microsoft 365
- Canva