

Jadi S. Nicolas

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Profile

A dedicated professional with several years of entertainment industry experience. Organized, exhibits excellent judgment, is a detail oriented self-starter. Experience working with a positive attitude toward a rapidly changing business environment. Ability to work independently, identify and communicate solutions to problems, maintains a strong focus on business priorities and persistent in follow-through. Also demonstrates common sense, confidentiality, and discretion.

Education

Bachelor of Arts in Film Studies

University of California - Santa Barbara, CA

Skills

Technology

Apple iOS, Social networking and media savvy. Professional media production equipment. Social networking and media proficient.

Software

Microsoft Office, Outlook, Google Docs, Concur Travel and Expense, Final Draft, Adobe Flash Media Encoder, Salesforce, AdData Express, Ross Overdrive

Work Experience

Content Specialist/Technical Media Producer Trainee

Gray Television, Inc. - Montgomery, AL

November 2019 to April 2020

In collaboration with various skilled live news production (WSFA 12), operated 25 channel audio board. Insured in-house and remote audio quality from anchors, celebrity

press junkets, and corporate NBC network anchors. Trained on Ross Overdrive for automated news production and operation.

Lead Camera and Production Coordinator

Rutherford Sports & Entertainment - Glendale, CA

February 2009 to October 2018

- Video and audio technology operation for electronic news gathering events and red carpet coverage/interviews in collaboration with on-camera hosts/hostesses and public relations personnel.
- Product commercial and film crew for scripted and unscripted productions.
- Delegation of tasks and training of production assistants.
- Post production video transfer, and editing assistance.
- Projects include:
 - Fran Drescher's "Trash Cancer" Special
 - Moreno BLVD Beverage Co.
 - Black Enterprise Television
 - Sinbad's Comedy Tour 2011/2012
 - African American Film Critics Association Awards
 - L.A. Focus Magazine
 - Children of the Caribbean Foundation
 - Living Legends Foundation
 - Havana Watches
 - "The Good Life" Series, YouTube
 - "Shina: A New Musical"

Account Coordinator

FilmOn TV, Inc. - Beverly Hills, CA

November 2015 to January 2016

- Built sales and marketing customer relationships via initiating communication in lead generation for brand integration, CPM ad placement, and special event sponsorship.
- Maintained organization and follow-up of leads and account lists via CRM systems.
- Focused advertiser campaign for "Almost Legal with Tommy Chong" TV series.

Associate/Assistant/Specialist

Sony Pictures Entertainment - Culver City, CA

November 2006 to January 2009

Demonstrated initiative by successfully completing temporary administrative assignments (via Core Staff Services) for the various properties and departments of

Sony Pictures Entertainment's studio and off-lot offices. Effectively balanced changing demands, built collaborative relationships with other executives, assistants and resources throughout the company. Maintained high level of professionalism and confidentiality.

Executive Assistant

Yarkon Entertainment/Conan Productions - Sherman Oaks, CA

July 2006 to September 2006

Provided daily administrative support for the executive and associate producers for animated feature, "Conan: Red Nails". Prepared and shipped motion picture information packages for new investors. Maintained office organization.

Internship

Summers Entertainment - Los Feliz, CA

September 1999 to August 2000

Completed screenplay coverage, personal and organizational tasks for office and company owner. Trained incoming interns on office procedures and practices

New Line Cinema - Los Angeles, CA

2000 to 2001

2002, Los Angeles, CA

- Hands-on information regarding practices and procedures concerning feature development under direction of assigned creative executive. Maintained contact for career advice.

Showtime Networks, Inc., Westwood, California

Development Assistant to Director and Manager of Original Programming 2000-2001

- Provided daily administrative support for the Director and Manger of Original Programing. Coordinated calendars, phones, filing. Actively participated in the development of original television programming and Mows (Movie of the Week). Completed exceptional research assignments for potential projects. Participated and collaborated with the New Media group for VOD submissions for the sho.com website.

