

# Nikki Marie

**Freelance filmmaker, producer, and creative in the film, theater, and entertainment industry**

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## EXPERIENCE

### **1st AD/Producer— *Bad Host & Co./Hollywood Fringe Festival - Los Angeles, CA***

Created rehearsal schedule for cast and crew, complete with sending daily call sheets and being the main point of contact. Created original artwork and branding for Much Ado About Nothing, while posting regularly to social media to increase ticket sales. Made custom designs and posters in Photoshop, and original videos in FCP.

### **2nd AD— *Hartbeat Studios/Sundance - Los Angeles, CA***

Created daily call sheets with a crew of +50 for three short films. Managed talent, exhibit Gs and all extra/background paperwork. Distributed and tracked walkies/surveillance. Helped PA when needed. Assisted the UPM and 1st AD both on set and with all production paperwork.

### **2nd AD— *FEID Music Video “California” - Los Angeles, CA***

Managed talent and all extra/background paperwork. Helped PAs when needed. Assisted the UPM and 1st AD both on set and with all production paperwork.

### **ASM/PA— *TRIBES USA Filmed musical - Los Angeles, CA***

Assisted the stage manager with various duties while in rehearsals. Kept track of petty cash and budgeting for small expenses. Allocated budget for crafty and supplied meals. Filled out all necessary paperwork for prop rental, in addition to coordination and returns. Helped PA in the sound stage, setting up the set and managing actors.

### **Art PA— *“An Ocean Apart” Feature Film - Los Angeles, CA***

Set up/broke down decor and dressing on set. Checked frame for any errors with props between takes, and reset food props for consistency. Problem solved quickly. Assisted all departments on set when needed.

### **Art PA— *TubeScience Content Shoot - Los Angeles, CA***

Dressed various rooms for different product shoots. Wrapped and decorated packages for holiday themed content. Problem solved quickly. Assisted all departments on set when needed, moving between shoots smoothly.

### **Production Coordinator— *Black Rifle Coffee Company - San Antonio, TX***

Managed all paperwork regarding cast and crew. Organized crafty, props, meals, and crew flights. Tracked invoices and receipts for line budgeting. Assisted crew on shoot days, made runs, loaded and unloaded gear.

### **Grip/PA— *UCLA Feature Film - Los Angeles, CA***

Helped rig equipment and worked alongside the gaffer to set up the lighting on multiple locations, interior and exterior. Set up lights, did fire watch, auditioned styles of lights and flags through a Walkie with gaffer.

### **Producer— *Better Than Expected Productions - Los Angeles, CA***

Organized cast and crew for a short film. Tracked budget and expenses. Created the call sheets for all shooting days. Managed location releases and waivers. Lent a hand on set in any way possible.

### **Producer/Editor — *Feature Length Documentary - Minneapolis, MN***

Co-produced a feature-length documentary, as well as co-edited. Organized shoot dates, locked down locations, and managed release forms. Assisted on set in any way possible, including runs and working with gear.

## SKILLS

COVID-19 Compliant Officer CERTIFIED

Adobe Creative Cloud, MS Office, Avid/ProTools, FCP, DSLR cameras, lighting rigs, C stands, various audio equipment

Experienced driving sprinter vans and box trucks, owns a reliable vehicle