

Nikki Marie

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Dynamic and results-oriented producer and coordinator experienced in overseeing entertainment productions from inception through successful execution. Proven ability in logistics management, budget oversight, and team collaboration, with a steadfast commitment to maintaining a creative vision.

EXPERIENCE

Bad Host & Co./Hollywood Fringe Festival

Los Angeles, CA

1st Assistant Director / Producer

January 2025 - Present

- Coordinated the logistics for rehearsals and secured performance venues, ensuring strict adherence to budget and timelines.
- Monitored production budgets and tracked expenses, proactively identifying opportunities for cost reduction.
- Served as the primary problem-solver, effectively addressing logistical, interpersonal, and technical challenges as they arose.
- Facilitated seamless communication among the director, venues, and performers to align project vision and streamline workflows.
- Oversaw daily production operations, ensuring a smooth transition from pre-production to final execution of performances.

Costa Custom Homes

Los Angeles, CA

Executive Assistant

January 2024 - January 2025

- Delivered comprehensive administrative support to the executive team, expertly managing calendars and coordinating travel arrangements.
- Maintained confidentiality and exercised discretion while handling sensitive information in compliance with corporate protocols.
- Developed and managed a detailed inventory database of items across multiple projects, ensuring organizational efficiency and accessibility.
- Assisted in preparing reports and presentations, facilitating effective communication within the leadership team.
- Streamlined office processes to enhance productivity and achieve operational goals.

Black Rifle Coffee Company

San Antonio, TX

Production Coordinator

January 2022 - January 2023

- Led production efforts from concept through completion, meticulously overseeing all phases: pre-production, execution, and post-production.
- Carefully tracked invoices and receipts to ensure precise budgeting and financial accountability across projects.
- Supported crew members during shooting days by facilitating logistics including transportation, troubleshooting, and equipment management.

Better Than Expected Productions

Los Angeles, CA

Producer

January 2022 - March 2022

- Coordinated logistical and resource requirements for multiple production stages while ensuring alignment of creative and operational objectives.
- Created and distributed call sheets for shooting days, ensuring full team preparedness and communication.
- Managed location releases and secured necessary waivers to ensure compliance with legal obligations.

American Public Media

St. Paul, MN

Research Reporter

September 2018 - July 2019

- Conducted thorough research and generated story ideas, contributing significantly to major investigative projects.
- Collaborated with team members using Microsoft Office and Airtable for data input and analysis.
- Assisted in the research and reporting process for In The Dark podcast seasons 2 and 3 by engaging with sources and reviewing FOIA documents.

University of Minnesota

Minneapolis, MN

IT Student Specialist

May 2017 - September 2018

- Provided technological assistance to a large clientele, effectively supporting 80,000 university customers.
- Delivered in-person technical support across various devices including Macs, PCs, Androids, and iPhones.
- Diagnosed and resolved software and hardware issues, ensuring a high level of customer satisfaction.

EDUCATION

University of Minnesota

B.A. in Journalism and IT / GPA: 3.8 GPA

Minneapolis, MN

September 2015 - January 2019

- Recognized consistently on the Dean's List throughout all four years of study.
- Graduated with honors, evidencing a strong commitment to academic excellence.
- Engaged in a curriculum combining Journalism and Information Technology to develop effective communication and technical skills.

SKILLS

- Adobe Creative Suite, Final Cut Pro, Microsoft Office Suite, Social Media Platforms, Google Analytics, Project Management, Budget Tracking