

Nicole D. Williams

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Education

M.S. in Television Production/Management **January 2021**
Boston University, Boston, MA

B. A. in African American Studies Minors: Mass Communications and Sociology **May 2018**
University of Florida, Gainesville, FL

Experience

Feature Development Executive Assistant **August 2021-Present**
DreamWorks Animation SKG

- Managed complex calendars and drafted notes, memos, and presentations on behalf of executives, in a dynamic and fast-paced environment.
- Gave creative feedback on script drafts, treatments, and beat sheets.
- Helped manage the workflow of several feature projects in development, under tight deadlines.
- Managed rolling calls, expenses, and travel plans for executives and talent.
- Helped foster positive working relationships by communicating effectively with diverse personalities.

Development Intern **October 2020-January 2021**
Enclave Entertainment Group

- Conducted research on up-and-coming writers and producers for potential production affiliation.
- Drafted script coverage, gave feedback to writers, and refined pitch decks.
- Coordinated producer's schedules and wrote notes for production meetings.
- Performed social media coordination for *Just A Minute Film Festival*.

Production Intern **January 2020-May 2020**
PBS (WGBH)

- Assisted in the production of the live television broadcast, 'Basic Black'.
 - Researched local and national stories to contribute to the show.
 - Pre-interviewed guests and interviewed local Boston residents for MOS content.
 - Edited video clips for supplementary production and social media content.
 - Co-led management of the @WGBHinternships Instagram page.
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Skills

Adobe Premiere Pro, Adobe Acrobat, Movie Magic Scheduling, Google Suite, Microsoft Office Suite, Excel, PowerPoint, WordPress, Canva

Affiliations

Women in Animation (**April 2021 - Present**), Women Of Color Unite (**October 2020-Present**)