

# 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 **May 2018**  
Minors: Mass Communications and Sociology  
University of Florida, Gainesville, FL

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## Experience

**Development Intern**, Enclave Entertainment Group, **October 2020 -Present**

- 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*.

**Writing Fellow**, Boston University College of Communications, **September 2019-Present**  
Boston, Massachusetts

- Assisted ESL and native English-speaking students with outlining, editing (grammar, style, clarity), and developing academic papers and projects within COM.
- Facilitated writing assignment workshops for ESL and native English speaking undergraduate students.

**Development Intern**, PBS (WGBH) **January 2020-May 2020**  
Brighton, Massachusetts

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.
- Occasionally took over the @WGBHinternships Instagram page

**Writer**, Good Morning BU on BUTV10 **September 2019-May 2020**  
Boston, Massachusetts

- Wrote short scripts for the weekly news program, based on local and international news.
- Produced and edited b-roll to be broadcast on the live show.

**Intern**, Samuel Proctor Oral History Program University of Florida **August 2017-December 2017**  
Gainesville, Florida

- Interviewed and transcribed documents about Gainesville, Florida's Pleasant Street Historic District.
  - Scripted and edited video for historical plaque installation.
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## Skills

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

## Affiliations

Member of the National Association of Black Journalists **January 2018-Present**  
Women Of Color Unite **October 2020-Present**