

Nicole Rinaldi

EDUCATION

Emerson College, Magna Cum Laude

Film Production BFA

September 2016- May 2019

Organizations: Women in Motion

WORK EXPERIENCE

The Station// The Music Playground// Audigent

Studio Manager

Feb 2022- Current

- Manage Theatre, Edit Suite, and Composer Room Bookings
- Create video sizzles and design decks for pitches
- Assist with Production Office Coordinator duties
- Maintain the office space and manage purchases

Spring Studios

New York, NY

Lead Studio Assistant

Jan 2021- Feb 2022

- Shift Lead for mornings, managing other Studio Assistants
- Accommodated EQ questions and gear maintenance
- Managed outbound gear returns to other vendors

Interloper Films

Production Coordinator

Sept 2019 - Aug 2020

- Coordinated payroll and expenses through bookkeeping
- Managed post production and production logistics
- Worked directly with Line Producer Karla Kelly to coordinate award--winning feature documentary [COMNG CLEAN](#).

Office PA // Director's Assistant

Jan - May 2019

- Worked with ONDI TIMONER in creating lookbooks, archiving research, and logging notes on her upcoming project

Boston Digital Productions

Boston, MA

Avid Editor // Colorist

June -Sep 2019

- Worked as Lead Editor on Mindwise: Signs of Suicide Series
- Worked closely with director to shape the story of interviews and narrative vignettes

Production Coordinator

Jan- May 2018

- Created call sheets and storyboards, and managed logistics for documentary shoots part-time and maintained the office
- Assistant-Edited, colored, and mixed advertisements and other videos for companies such as Stop and Shop

Coordinator Reference: Producer Karla Kelly: 310-874-6709

Additional Reference: Director Richard Tilkin: 617-435-2800



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<https://rinaldireel.com>

New York, New York

Skills

- Premiere Pro//Avid
- Adobe Creative Suite
- Quickbooks & Payroll
- File Organization
- Microsoft Suite/Google Suite
- Advanced Writing in College

Workshops

- Tomorrow Production Co's Commercial Directing Workshop

Awards

- Gold Key Honor Society
- Dean's List (every semester)
- Won awards at Blackbird Film Festival and New York Long Island Film Festival
- Emerson's Nomination for Student Kodak Awards
- National AP Scholar

Volunteering

- Graphics Volunteer for *Film Fatales* media team

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