

# RICKI NELSON

## EMPLOYMENT HISTORY

### Line Producer's Assistant

Hightown S3 - Starz

Wilmington, NC | March 2021-Present

- Create & manage trackers for Exhibit G, PR, production incidents, travel, and more
- Assist with travel arrangements
- Assist with distribution of riders to legal and cast in timely deadline
- Schedule & host production meetings
- Distribute and collect contracts for signature

### Showrunner's Assistant to Jenny Han

The Summer I Turned Pretty S1 - Amazon

Wilmington, NC | Sept 2021 - Oct 2021

- Assisted Showrunner with day-to-day needs

### Extras Casting Assistant

Our Kind of People S1 - FOX - Castifi

Wilmington, NC | July - Aug 2021

Welcome to Flatch S1 - FOX - TW Cast & Recruit

Wilmington, NC | Oct 2020 - Feb 2021

- Sourced, booked, and scheduled background actors
- Created casting calls, entered payroll, and provided customer service for background actors

### Production Secretary & Script Coordinator

Line Sisters - Swirl Films/Lifetime

Wilmington, NC | May 2021 - July 2021

- Secured and managed travel, production schedules, renting equipment, handled paperwork, COIs, purchase orders, general office needs, and daily distro
- Formatted, revised, and locked script using Final Draft

### Poetry Editor

SeaBreeze Literary Magazine

Wilmington, NC | Sept 2019 - May 2020

- Selected & edited poetry submissions

### Volunteer Coordinator

Cape Fear Independent Film Festival

Wilmington, NC | May 2019 - June 2019

- Recruited, managed, and organized volunteers for festival

### Marketing Assistant & Interview Coordinator

Visions Film Festival & Conference

Wilmington, NC | Jan 2019 - May 2019

- Co-managed social media account and developed and executed strategies to maximize reach and engagement
- Interviewed panelists and transcribed interviews for social media and website

### Intern

JuVee Productions by Viola Davis & Julius Tennon

Burbank, CA | May 2018 - July 2018

- Provided coverage for submitted TV and Feature scripts
- Assisted in early development of creative projects

### Resident Assistant

UNC Wilmington, Housing & Residence Life

Wilmington, NC | August 2017 - May 2019

- Conducted meetings & planned events for 42 residents
- Mediated conflicts in a sensitive and professional manner

## CONTACT DETAILS

(919) 648-7568

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## SKILLS

- Initiative
- Communication
- Time Management
- Adaptability
- Analytical Thinking
- Administrative
- Customer Service
- Interpersonal
- Leadership
- Public Speaking
- Attention to Detail
- GreenSlate
- Caset
- Final Draft
- Scenechronize
- Google Suites

## AWARDS & HONORS

- NC Arts Council Artist Support Grant | 2021-2022
- Coffee, Wine, & Words Poetry Contest Winner | 2021
- Nominee for YWCA's Women of Achievement Award | 2021
- Upperman Student Leader of the Year Award | 2020
- UNCW Excellence in Film Production | 2020
- UNCW Senior Medallion | 2020
- Frank Capra Jr. Scholarship | 2019-2020
- CAS Undergrad Research & Creativity Scholarship | 2020
- 1st Place in Athenian Press Spoken Word Contest | 2019
- 3rd Place in UNCW Screenwriter's Club Contest | 2019
- 3rd Place in Randall Flashlit Contest | 2019
- 1st Place in UNCW's Hawk it Out Talent Contest | 2018

## ACADEMIC PROFILE

### University of North Carolina Wilmington | 2020

B.F.A. Creative Writing with a Certificate in Publishing

B.A. Film Studies

- Magna Cum Laude
- Dean's List
- Founder & President of Creative Arts Club
- Presenter at 2019 Seahawk Leadership Conference

### Korea University

International Summer Campus Program

Seoul, South Korea | June 2019 - August 2019

- Studied Korean Cinema with Darcy Paquet
- Studied Typography

## VOLUNTEERING

### Dance Instructor

Gifted in Rhythm & Life (G.I.R.L.)

Wilmington, NC | Aug 2017 - May 2020

### Student Mentor

NAACP ACT-SO

Wilmington, NC | Aug 2017 - Dec 2019