



NICOLE HOLMES

Production Coordinator | Creative Development

401.365.2446 | NicoleLeighHolmes@gmail.com | Los Angeles

EDUCATION

Columbia College Hollywood
09/13 - 06/16 Tarzana CA

Degree: BFA

Emphasis: Producing

GPA: 3.46

2015-2016 Student Body President

2014-2015 Student Vice President

Awarded the *President's Award* for outstanding service to the school

CORE PROFICIENCIES

Call Sheets
Cost Reports
Development
Locking Locations
Mac & PC Proficient
Meets Deadlines
Permits & Releases
Production Management
Production Reports
Script Coverage
Securing Deliverables
Set Operations
Travel & Accommodations

TECHNICAL PROFICIENCIES

Adobe Acrobat
Adobe Photoshop
Above Premier Pro
Google Suite
File Maker Pro
Final Draft
Microsoft Office Suite
Movie Magic Budgeting
Movie Magic Scheduling

VOLUNTEER

Guest Speaker
CCH 2016 Film Festival

Film Distribution Panel

October 2016

ADDITIONAL INFO

IMDB
www.imdb.me/nicoleholmes

PERSONAL WEBSITE

[nicoleleighholmes.wixsite.com/
productionmanagement](http://nicoleleighholmes.wixsite.com/productionmanagement)

LINKEDIN

[https://www.linkedin.com/in/
nicoleleighholmes/](https://www.linkedin.com/in/nicoleleighholmes/)

QUALIFICATION SUMMARY

Highly organized and versatile film professional with 4+ years experience who utilizes vast on-set operations experience and theatre production management to successfully run a production. Incorporates communication and interpersonal skills to solve problems with creativity and care making every production successful.

PROFESSIONAL EXPERIENCE

01/20 - 02/20
Los Angeles, CA

Marketing and Public Relations at Zoit Media
Digital Sky Sy-Fy Anthology (Podcast)

Reached out to local LA podcast creators and social media influencers for future collaborations. Worked along side podcast creator **Scott Zakarin** and social media influencer **Hannah Forcier** to Perform outreach for Digital Sky's episode #1 premier party.

08/19 - 09/19
Las Vegas, NV

Production Coordinator at Young N Free LLC
Bad President (Feature Film)

Managed Vendors and timelines. Prepared contracts and startup paperwork. Coordinate travel arrangements. Update calendars and spreadsheets. Managed production insurance. Provided administrative support. **Oversee 50+ production cast and crew.** Managed production office. Managed schedules and cost reports. Locked and secured locations.

04/19 - 05/19
11/18 - 12/18
09/18 - 10/18
Los Angeles, CA

Production Coordinator at Formula Features
Arranged Marriage (Feature Film)

He's Out To Get You (Feature Film) - Lifetime Movies

Who Stole My Daughter (Feature Film) - Lifetime Movies

Managed vendors and timelines. Assisted in hiring crew and preparing contracts and startup paperwork. Coordinate travel arrangements. Update calendars and spreadsheets. Oversee over **80 production cast and crew.** Managed production office. Arranged production vehicles and trailers. Liaise between the producers and production manager. Manage schedules and cost reports. Schedule production meetings. Organize and build production binders.

07/19 - 08/19
Los Angeles, CA

Production Coordinator at Mark Oxman Productions
VINYL CHILD (Short Film)

Prepared contracts and startup paperwork. Assisted with vendors. Collected and organized invoices. Overseen staging locations and production vehicles. Managed production assistants. Organize production binder.

01/19 - 02/19
Los Angeles, CA

Production Coordinator at Tarana Productions LLC
Is This Love (Music Video)

Handled Start paperwork and managed vendors. Manage expense tracking. Update calendars and spreadsheets. Provide administrative support. Coordinate production vehicles and trailers. Served as main point of contact. **Oversee over 40 production cast and crew.**

ADDITIONAL EXPERIENCE

02/20 - 03/20
Los Angeles, CA

Production Assistant at CBS & Walt Disney Television
Holey Moley Season 2 (Television Series)

Handled crew startup paperwork and time cards for payroll. Worked along side the payroll manager keeping the office organized and filling up to date.

09/19 - 10/19
Los Angeles, CA

Production Assistant at HBO
West World season 3 episodes 301 & 305 (Television Series)

Handled crew startup paperwork for day players. Performed set lockups. Assisted with crowd control. Distribute and collect timecards.

06/19 - 07/19
Los Angeles, CA

Production Assistant at Big Fish Entertainment (A&E)
America's Top Dog (Television Series)

Managed talent base camp. Escorted talent and their k-9s to and from their trailers. Assisted in obstacle course walk throughs. Performed set lockups.

Nicole Holmes

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Crew Position (Credits)	Production Title	Production Company/ Director	Year/Awards
Feature Film			
APOC	The Nightmare Machine	Black Budget Productions LLC	2019
Production Coordinator	Bad President	Young N Free Films LLC	2019
Production Coordinator	Arranged Marriage	Formula Features	2019
Production Coordinator	Who Stole My Daughter	Formula Features (LIFETIME)	2018
Production Coordinator	He's Out To Get You	Formula Features	2018
Production Coordinator	Blood Pageant	Red Velvet Entertainment	2018
Feature Documentary			
Tech Production Assistant	Medical Revolution In Progress	View Film, Joe Gantz	2017
Television			
Production Assistant	Holey Moley	CBS & Walt Disney Television	2020
Production Assistant	West World	HBO	2019
Production Assistant	America's Top Dog	Big Fish Entertainment (A&E)	2019
Short Film			
Producer	Coyote	Sulek Films, Derek Sulek	2018
Producer/Director/Writer	Chunky Tuna	Nicole Holmes	2016, Digital Ticket, IndiFlix
Producer	Baby Baby	Victoria Innocenzi	2016
Producer	August or June	Sherouk Hasan	2016
Producer	Nova	Courtney Schehl	2015
Producer/Director/Writer	Curtain Call	Nicole Holmes	2014
Producer/Director/Writer	Pushing Cement	Nicole Holmes	2014
Producer	Keepsake	Peter Zaragoza	2014, CCH Film Festival 2014,
Associate Producer	DC3:A Tale of Three Cities	Lynda Spargur	2016, Documentary
Associate Producer	Precedent	Lynda Spargur	2019
Executive Producer	Coven	Alliance A New Era	2019
Executive Producer	Jogger	Bearded Youth, Jon Walkup	2016, Film Shortage
1st Assistant Director	KVETCH TV	Alex Fradkin	2019
1st Assistant Director	Prince EA	Valentina Vee	2018
1st Assistant Director	Green Parrot	AKORN, Ali Akbarzadeh	2017
1st Assistant Director	Baby Baby	Victoria Innocenzi	2016, CCH Film Festival 2016
1st Assistant Director	August or June	Sherouk Hasan	2016
1st Assistant Director	Voice	Alexander Falcon	2016, Cannes 2018
1st Assistant Director	Hotlines	Garrett Schecher	2016
1st Assistant Director	Lost	Jeremy Neilsen	2016, Berkeley Film Fest
1st Assistant Director	Nova	Courtney Schehl	2015
1st Assistant Director	Roxanne	Victoria Innocenzi	2015
1st Assistant Director	Voodoo	Kendra St Clair	2015
1st Assistant Director	Persian Love	John Denado	2015
1st Assistant Director	Teacher's Pet	Sarah Stewart	2015
1st Assistant Director	A Fixer Upper	Jacob Kimmick	2014
1st Assistant Director	Jammed	Kyle Crawford	2014
2nd 2nd Assistant Director	Kill Co.	Charlie Elizabeth	2015
2nd Assistant Director	Migration	AMG Films LLC, Noah Castro	2020

Production Coordinator	Voice	Alexander Falcon	2016,
Production Coordinator	Lost	Jeremy Neilsen	2016, Berkeley Film Fest
Key Production Assistant	Chewy	ARoberson, Malcolm Roberson	2014
Key Production Assistant	Geezers	ZAS Content, Noah Luke	2014, Warner Bros. Pilot Pitch
Key Production Assistant	A Bastard's Peak	ZAS Content, Noah Luke	2014, Warner Bros. Pilot Pitch
Commercial			
Key Production Assistant	Cookie Dough Bites	ZAS Content, Noah Luke	2014, featuring Erin Darling
Production Assistant	Toyota	AKORN, Ali Akbarzadeh	2017
Music Video			
Production Coordinator	Is This Love	Tarana Productions	2019, LA Film& Script Festival
Producer	I Will Never Win	Glass House Visuals	2018
Producer/Director/Writer	Quench	Nicole Holmes	2016, CCH film festival
Key Production Assistant	That's Cute	Bearded Youth Productions	2015, featuring Ashor Roth
