

# John Chiodi

Chiodij12@gmail.com | 201-669-9194 | <https://johnchiodi.com>

## Experience

---

### Paramount Global

Sep 2023-Present

*Fulfillment Coordinator, Content Prep & Scheduling*

*New York, NY*

- Revised, Published and Distributed Asset Metadata to Streaming & VOD platforms including Apple and Amazon
- Utilized Project Management Programs such as Confluence to track assigned projects
- Scheduled and Coordinated with Paramount offices around the globe within various time zones

### Illumination Entertainment

Feb 2022-Aug 2023

*Executive Assistant (Multiple Desks), Creative Marketing*

*Remote*

- Project Managed multiple ongoing projects for high profile clientele within tight deadlines
- Maintained calendar of the Senior Advisor to CEO in addition to two managers simultaneously
- Anticipated and acted upon Advisor needs by prioritizing and adapting to unexpected obstacles
- Ensured and maintained confidentiality of all communication and documentation

### National Geographic

Nov 2021-March 2022

*Post Production Assistant*

*Los Angeles, CA*

- Oversaw Post Production process, including asset trafficking, data management and production insight
- Utilized Excel to submit Music Cue Sheets, Mileage Forms, and Graphics Logs for broadcast

### Sesame Workshop

Jan-May 2020

*General Production Assistant*

*New York, NY*

- Worked with Floor Manager in overseeing crew/production needs on set
- Assisted Talent Management Team in auditioning new talent for groundbreaking event episode

### Marvel Entertainment

May-Dec 2019

*Video Production/Motion GFX Assistant*

*New York, NY*

- Fulfilled administrative needs, organizing schedules and booking flights for high-profile talent
- Managed talent and maintained organization for livestream during Comic-Con live-event

### NBC Universal Media, LLC

Jan-May 2019

*General Production Intern*

*New York, NY*

- Edited professional content utilizing Premiere Pro for cable broadcast & NBC website
- Acted as a liaison between NBC offices and temporary hires
- Demonstrated flexibility and public speaking skills when asked to lead team meetings

### The Tonight Show Starring Jimmy Fallon

Aug-Dec 2018

*General Production Intern*

*New York, NY*

- Provided administrative assistance, communicating with other NBC affiliate offices
- Catered to production and personal needs of high-profile clientele

## Education

---

### NYU Tisch School of the Arts

May 2020

- BFA in Film/Television Production, Minor in Business of Entertainment, Media & Technology, GPA: 3.8

## Skills

---

Desk Experience, Project Management, Calendar Management, Office Administration, Production Management, Excel, Microsoft Office, Outlook, Adobe Creative Suite, Google Doc Suite, Avid, Pro Tools