

# John Chiodi

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## Experience

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### **Illumination Entertainment**

**March 2022-Present**

*Executive Assistant, Multiple Desks*

*Remote*

- Project Managed multiple ongoing projects for high profile clientele while working 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

### **A&E Networks**

**Aug-Nov 2021**

*Administrative Production Assistant*

*Los Angeles, CA*

- Coordinated shooting and project schedules with producers

### **Sesame Workshop**

**Jan-May 2020**

*General Production Intern*

*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 Intern*

*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

### **Tribeca Film Festival**

**April-May 2019**

*Filmmaker Coordinator Intern*

*New York, NY*

- Acted as a liaison between Filmmaker Team and Festival Staff
- Demonstrated flexibility and public speaking skills when asked to host Q&A's

### **NBC Universal Media, LLC**

**Jan-May 2019**

*General Production Intern*

*New York, NY*

- Edited professional content utilizing Premiere Pro for cable broadcast & NBC website

### **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

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### **NYU Tisch School of the Arts**

**May 2020**

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

## Skills

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