

John Chiodi

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Professional Summary

- **Producer and Project Coordinator** with 5+ years of experience in fast-paced media & entertainment environments, managing cross-functional teams to deliver digital campaigns and social content. Adept at balancing big-picture storytelling with scheduling, asset management, & deadline-driven execution.

Experience

Audacy Inc

Aug 2025-Present

Executive Operations Coordinator

New York, NY

- Coordinated cross-functional workflows, ensuring clear communication, timely delivery, and alignment across executive, creative, digital, and revenue teams.
- Managed timelines, tasks, and priorities for initiatives, proactively resolving bottlenecks and enabling on-time execution.
- Planned and prepared materials for high-stakes meetings and presentations, translating strategic direction into concise, execution-ready documentation for stakeholders.
- Oversaw logistical and operational support for key initiatives, including meeting setup, AV/IT readiness, vendor coordination, and cross-team event planning, maintaining a smooth, production-ready environment for all collaborators.

NBCUniversal Media, LLC

Dec 2024-Aug 2025

Project Coordinator, On-Set Operations

New York, NY

- Managed cross-functional planning and on-site execution for 30+ crew and vendors, ensuring compliance with legal, union, and city production protocols.
- Acted as point-of-contact for production and executive teams, producing weekly operational briefs to inform top-level creative decisions and mitigate risk.

Paramount Global

Sep 2023-Dec 2024

Digital Content Scheduler & Fulfillment Coordinator (Streaming)

New York, NY

- Spearheaded Agile-style rollout of cross-platform digital marketing campaigns, managing assets, timelines, & approvals.
- Coordinated cross-functional teams (sales, design, platform ops) to ensure on-time delivery of content for Paramount+.
- Tracked KPIs and production health using Salesforce and Confluence, improving quarterly delivery forecasting.

Illumination Entertainment

Feb 2022-Aug 2023

Executive Assistant, Creative Operations

Santa Monica, CA

- Coordinated creative production for *Minions: The Rise of Gru* YouTube campaign with BuzzFeed (3.6M+ views), managing internal and external stakeholders to meet tight marketing deadlines.
- Oversaw timelines for voiceover, trailer cutdowns, and digital assets, delivering under marketing deadlines.

Sesame Workshop

Jan 2020-Feb 2022

Production Operations Assistant

New York, NY

- Forecasted project deliverables and led coordination to preempt production risks with creative, production, and strategy teams.

Marvel Entertainment

May-Dec 2019

Project Coordinator, Live Events & Post-Production

New York, NY

- Oversaw scheduling and external vendor coordination for branded video content & Managed Comic Con live event.

The Tonight Show Starring Jimmy Fallon (NBCUniversal Media)

Aug 2018-May 2019

Production Intern

New York, NY

- Coordinated daily production logistics and media asset organization for late-night broadcast.

Education

NYU Tisch School of the Arts – BFA in Film & Television Production

May 2020

- Minor in Business of Entertainment, Media & Technology

Skills

- **Project Management & Coordination:** Cross-Functional Project Coordination · Budget Tracking & Cost Reporting · Timeline Management · Cross-Functional Stakeholder Management · Technical Documentation & Reporting · Resource Allocation & Scheduling · Vendor & Contractor Coordination · Sprint Planning & Milestone Tracking
- **Technical Tools & Proficiency:** Microsoft Office Suite (Excel, Outlook, PowerPoint) · Project Management Platforms (Jira, Confluence, Trello, Asana, Airtable) · Google Workspace · Salesforce · File-Sharing & Workflow Tools (Dropbox, Sharepoint, Smartsheet) · Agile & Scrum
- **Leadership & Communication:** Conflict Resolution & Team Mediation · Cross-Departmental Communication & Risk Mitigation · Leader of Production & Administrative Teams · Executive Calendar & Logistics Management · Public Speaking & Project Presentation · Clear Communication & Adaptability · Public-Facing Brand Representation