

Niccole Chicca

ASSOCIATE PRODUCER

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PROFESSIONAL EXPERIENCE

May
2014
-
Present

Independent Contractor – Atlanta, GA

Position: Associate Producer

- Presently working as an independent contractor through various media outlets.

May
2012
-
May
2014

PADI Worldwide Scuba Diving Agency – Rancho Santa Margarita, CA

Position: Line Producer, Unit Production Manager for Broadcast

- Oversaw and managed all aspects of production calendar, budget and work flow for video and photo projects.
- Coordinated logistics for: travel, transportation, Carnet, lodging, meals, equipment, wardrobe.
- Contributed creatively to content and logistical problem solving.
- Photo/Video Assistant on location and in studio following artistic direction.
- Logged/archived all footage using Canto Cumulus and distributed digital material internally and to third parties.
- Worked closely with legal department to ensure all contracts, licensing and copyright were honored.
- Reviewed content for usable footage.
- Secured rights, releases, independent contractor scouting, compensation and hiring.
- Formulated budgets, bids for contracting work and tracked project progress and time lines.
- Competent using Photoshop, Final Cut and Premier.
- Drove production vehicles as necessary (clean driving record).

May
2010
-
May
2012

PADI Worldwide Scuba Diving Agency – Rancho Santa Margarita, CA

Position: Media Technician, DIT

- Coordinated call sheets, releases, scheduling and project logistics.
- DIT for RED camera.
- Downloaded and backed up content from cards in the field.
- Cataloged and archived assets onto DAM server.
- Assisted with Photo and Video editing.
- Strong research skills.

Jan
2005
-
Nov
2009

Creative Visions Interior Design Agency – Costa Mesa, CA

Position: Executive Assistant

- Directed distribution of marketing materials.
- Scheduled projects and coordinated corporate agenda with contractors and vendors.
- Functioned as the liaison between project management and art departments.
- Prepared and delivered presentations to staff and clients.
- Managed capital purchases and direct vendor relations.
- Generated and maintained tracking records and processed monthly reports.

June
2001
-
Oct
2004

Seaman International Photography – Long Beach, CA

Position: Photographers Production Assistant

- First point of contact for contractors and clients.
- Prepared contracts, reports and work orders.
- Maintained executive calendar.
- Updated financial spreadsheets and created performance tracking reports.

EDUCATION

California State University Long Beach

Graduated May 2005

B.A., Double Major: Business Administration and Marketing and Film & Electronic Media
Cum Laude

ACTIVITIES & AFFILIATIONS

National Deans' List at California State University
Golden Key International Honor Society
Beta Gamma Sigma Honor Society

CERTIFICATIONS

Adult, Child and Infant CPR
Community First Aid
AED Certification
PADI Scuba Certifications:

- Rescue Diver
- Drysuit Diver
- Enriched Air
- Deep Diver
- Equipment Specialty

TECHNICAL PROFICIENCY

Final Cut Pro	.mp3
Premiere	.aif
Bridge	.mov
Lightroom	.wmv
Photoshop	.h.264
Audacity	MPEG
iTunes	.psd
Mac OS	.tif

REFERENCES

Professional and personal references available upon request.