

# NICOLE VUONO

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## EDUCATION

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Hofstra University, *The Lawrence Herbert School of Communication* September 2013 – Expected May 2017

- Bachelor of Science in Video/Television
- Honors Distinction
- Phi Eta Sigma Honor Society
- Lambda Pi Eta Honor Society

## VIDEO/TELEVISION AND RELATED EXPERIENCE

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LIVE With Kelly, *Production Intern* September 2016 – Present

- Aid on set to ensure live and pre-recorded shows run smoothly
- Categorize audience feedback database to be distributed to WABC Executives
- Represent LIVE team to audience members via main phone line and email address
- Provide assistance to producers with various essential tasks, such as creating fact sheets for future guests, researching host chat topics, and accommodating celebrity guests

Advanced German, *Executive Producer* September 2016 – Present

- Oversee all facets of pre-production, production, and post-production for episode of serialized sitcom
- Create, organize, and manage student teams through the process of show completion

Thursday Nite Live, *Producer ('16-'17) & Production Manager ('15-'16)* September 2014 – Present

- Coordinate cast, crew, writers, package producers, and live musical guests to create content for hour-long sketch comedy show based on NBC's *Saturday Night Live*
- Construct show rundowns in ENPS, as well as schedules for monthly script reads, rehearsals, and talent blocking

2016 First Presidential Debate – ABC News Pool Team, *Production Assistant* September 2016

- Assisted ABC Network News Pool Feed Team through the week of pre-production leading up to, and during, the first Presidential Debate
- Set up production trailer for early morning call, ran credentials to crew members, and tended to needs of Pool Producer, Director, and Production Manager

The 15<sup>th</sup> Annual Friends of Max Kolb Telethon, *Associate Producer* January 2016 – May 2016

- Communicated with local businesses to gather gift donations for live telethon
- Interviewed student filmmakers for pre-recorded segments to air during show
- Met regularly with production team and faculty advisor to discuss progress

For Your Island, *Show Producer* September 2015 – December 2015

- Produced two magazine-style television shows about the arts and culture of Long Island, New York
- Conducted rough and final cut viewings of pre-recorded packages with segment producers

STARZ Digital Media, *Operations Intern* May 2015 – August 2015

- Tracked transactional, SVOD, and AVOD title launches on digital distribution partner platforms such as iTunes, Sony Playstation, Amazon, Hulu, Google Play, Xbox, and YouTube
- Researched title metadata to assist with maintenance of master title database for STARZ Digital
- Reviewed partner content for technical issues and noted timestamps for quality control

## WORK EXPERIENCE

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Teaching/Technical Assistant at The Lawrence Herbert School of Communication February 2015 – Present

- Supervise a class of fifteen students on professional television studio equipment
- Prepare technology, graphics, and studio space for classroom use
- Evaluate student performance during projects for professor to later review

Student Manager at Learning Support in Student Computing Services September 2013 – Present

- Assist students with a variety of software applications related to Hofstra University coursework
- Educate classes of students through presentations about hardware and software products
- Track office productivity through utilization of Google Documents to increase workflow
- Schedule volunteers for department involvement in Admitted Students Days

## SKILLS

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### Advanced Proficiency

- Adobe Photoshop
- HTML/CSS
- Microsoft Office

### Proficiency

- Avid Media Composer
- Final Cut
- Lyric Pro

### Basic Proficiency

- Adobe After Effects
- Javascript
- Python