

# NIINA COLEMAN



cniina@yahoo.com



7739993205



Los Angeles, CA 90029

## PROFESSIONAL SUMMARY

Dedicated Film Industry professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Knowledgeable about all facets of production and easily steps in to resolve problems or answer requests to facilitate smooth operations.

## SKILLS

- Film Deliveries
- Teleprompter Operations
- Film Crew Support
- Schedule Coordination
- Verbal and Written Communication
- Effective Multitasking
- Media and Digital Communication
- Team Collaboration
- Microsoft Office Suite
- Problem Solving

## EDUCATION

**The Los Angeles Film School**  
Hollywood, CA • Expected in  
03/2025

**Bachelor Of Science** : Film  
Production

**City Colleges of Chicago-**  
**Kennedy-King College**  
Chicago, IL • 05/2015

**Associate Of Applied Arts:**  
Media Communications

## WORK HISTORY

### **VBU Entertainment - Production Assistant**

*Atlanta, GA • 09/2018 - 11/2018*

- Stayed alert, active and ready to respond to any request at any time using variety of available resources.
- Communicated with other crew members via walkie talkies to coordinated production activities.
- Supported current production needs by moving items between equipment, conveyors and staging areas.
- Completed wide range of tasks in diverse filming areas to support operations.

### **WYCC - PBS Chicago - Production Assistant**

*Chicago, IL • 09/2014 - 12/2014*

- Stayed alert, active and ready to respond to any request at any time using variety of available resources.
- Communicated with other crew members via walkie talkies to coordinated production activities.
- Supported current production needs by moving items between equipment, conveyors and staging areas.
- Completed wide range of tasks in diverse filming areas to support operations.