

Nicole Wilkerson

Project Manager, Production Technology

📞 (626) 555-7314

✉ nicole.wilkerson@example.com

🌐 linkedin.com/example/nicolewilkerson

📍 Pasadena, CA 91101

STRENGTHS

- 🧑‍🤝‍🧑 **Cross Functional Alignment**
Connected creative, production, technical, education, and business teams around shared decisions and clear ownership.
- ⚖️ **Production Judgment**
Raised schedule, scope, budget, and resource trade offs early, helping leaders choose practical paths.
- ✅ **Responsible AI Use**
Reviewed ChatGPT, Claude, and Gemini outputs before adoption, keeping useful automation grounded in human judgment.
- 👁️ **Operational Visibility**
Built Jira, Notion, and Google Workspace views that kept dependencies, approvals, risks, and next steps visible.
- 🔒 **Trust Through Follow Through**
Captured decisions and commitments clearly, giving collaborators confidence that important details would not disappear.

SKILLS

Project management

Media and entertainment

Television production

Film production

Production technology

Project intake Scope management

Requirements Schedules

Budgets Capacity planning

Risk management Change control

Responsible AI

Stakeholder communication

SUMMARY

Project management leader with **13 years** of experience delivering complex initiatives across **entertainment**, media **technology**, **production operations**, and creative workflows. Translates ambiguous requests into clear objectives, scope, deliverables, owners, schedules, budgets, dependencies, approvals, and decisions. Connects creative intent with technical and operational execution across scripted, unscripted, animation, marketing, television, and film environments. Guides emerging technology from experimentation into production use, with practical review of ChatGPT, Claude, and Gemini outputs before adoption. Coordinates production, creative, technical, education, talent, and business teams while surfacing risks, resource constraints, trade offs, and escalation options early. Uses Jira, Notion, and Google Workspace to maintain accurate project visibility. Applies responsible AI judgment, rights awareness, change control, capacity planning, KPI tracking, and lessons learned practices that support reliable delivery, adoption, cost control, and production impact.

EXPERIENCE

Senior Project Manager, Production Technology

Luminary Storyworks 📅 May 2022 - Present 📍 Los Angeles, CA

Leads production technology initiatives across scripted, unscripted, animation, and marketing teams. Owns intake, planning, delivery visibility, **responsible AI** adoption, stakeholder decisions, and operational learning.

- Converted creative requests into scoped plans, accountable owners, milestones, budgets, and decision paths.
- Maintained Jira and Notion views covering **dependencies**, capacity constraints, approvals, risks, and next actions.
- Moved **emerging technology** pilots into production use through requirements, validation, rights review, and adoption learning.
- Applied ChatGPT, Claude, and Gemini for synthesis and reporting, reviewing outputs before system entry.
- Presented schedule, scope, budget, and resource **trade offs** so leaders could make informed **commitments**.
- Established retrospectives and reusable templates capturing decisions, delivery measures, cost observations, and **production impact**.

Project Manager, Creative Operations

Northlight Studios 📅 January 2019 - April 2022 📍 Burbank, CA

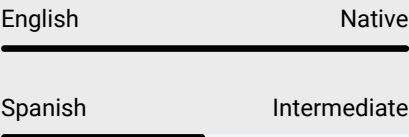
Managed cross functional television and digital content programs connecting creative objectives with technical implementation, operational readiness, schedules, budgets, and launch decisions.

- Delivered television and digital content initiatives by aligning **creative** objectives with implementation, readiness, **schedules**, and budgets.
- Coordinated producers, post production specialists, technical artists, engineers, and business partners through reviews and **approvals**.
- Maintained Jira plans, **Google Workspace** documentation, and Notion knowledge so ownership and next actions stayed visible.
- Identified resource conflicts and production risks, presenting resolution options with schedule, cost, and scope implications.
- Tracked **delivery time**, adoption, spend, and production outcomes, giving sponsors evidence for continuation or adjustment.
- Formalized intake, **change control**, and closeout practices that supported creative work without unnecessary process.

Technical Project Manager, Media Technology

Harborline Media Labs 📅 June 2016 - December 2018 📍 Culver City, CA

LANGUAGES



MY CAREER



- Senior Project Manager, Production Technology at Luminary Storyworks (4.3 Years)
- Project Manager, Creative Operations at Northlight Studios (3.2 Years)
- Technical Project Manager, Media Technology at Harborline Media Labs (2.5 Years)
- Associate Project Manager, Digital Production at Crescent Bay Entertainment (1.8 Years)
- Project Coordinator, Television Production at Pacific Frame Productions (1 Years)

Managed media technology implementations supporting production and post production workflows. Coordinated vendors, production users, engineers, and operations teams through requirements, testing, integrations, readiness, and handoffs.

- Translated **production** user needs into requirements, implementation plans, testing activities, and operational handoffs.
- Coordinated vendors, production users, engineers, and operations teams through integration dependencies and readiness reviews.
- Maintained schedules, budget checkpoints, risk logs, and decision records before conflicts disrupted production calendars.
- Facilitated pilot evaluations with creative users, capturing usability findings and **technical** constraints before **adoption**.
- Built executive updates separating completed work, blockers, **decisions** required, and accountable **owners** across concurrent projects.
- Documented implementation lessons and reusable **workflows** so later deployments began with clearer assumptions.

Associate Project Manager, Digital Production

Crescent Bay Entertainment 📅 July 2014 - May 2016 📍 Santa Monica, CA

Coordinated digital production projects across schedules, requirements, approvals, vendors, testing, rollout activities, budget changes, and cross team handoffs.

- Coordinated digital production schedules, requirements, approvals, vendor tasks, and cross team handoffs.
- Maintained trackers and meeting records giving producers a current view of milestones, decisions, and dependencies.
- Supported budget reconciliation and **scope** change documentation with schedule and resource implications.
- Organized user testing and rollout activities for production support tools, routing issues to technical owners.
- Prepared status summaries with clear follow up ownership, reducing ambiguity across creative and operational groups.
- Documented closeout outcomes, unresolved items, and lessons that informed later initiatives.

Project Coordinator, Television Production

Pacific Frame Productions 📅 June 2013 - June 2014 📍 Glendale, CA

Supported television and digital production delivery through schedule coordination, documentation, approvals, dependencies, information handoffs, and closeout learning.

- Coordinated television and digital production schedules, **deliverables**, approvals, and supporting documentation.
- Tracked task ownership and deadline changes in shared tools, escalating conflicts with relevant context.
- Prepared agendas, decision logs, and follow up records that kept production stakeholders aligned.
- Coordinated information handoffs between creative, production, post production, and operations groups.
- Monitored vendor and internal dependencies against production calendars, flagging timing **risks** before reviews.
- Compiled closeout documentation and recurring workflow notes that improved continuity for later projects.

PROJECTS

Emerging Technology Production Adoption 📅 2024

Small experiments become valuable when teams can trust their path into production. Guided validation, rights review, workflow documentation, AI output checks, and adoption learning for emerging technology across creative and production stakeholders.

Responsible AI Operations Workflow 📅 2023

Administrative work should support creative focus, not compete with it. Applied ChatGPT, Claude, and Gemini to meeting synthesis, requirements organization, status reporting, and workflow support with human review before use.

LEADERSHIP & AWARDS

- Project Management Professional recognition, Project Management Institute, 2021.
- Production technology leadership recognition for guiding emerging tools into practical workflows.
- Creative operations leadership recognition for improving intake, visibility, and decision practices.

EDUCATION

Bachelor's Degree in Television and Media Production

California State University, Northridge 🎓 GPA: 4.0 📅 2013 📍 Northridge, CA

Coursework: *Television production, film production, media technology, creative operations*

CERTIFICATIONS

- Project Management Professional, PMP 📅 2021
- Google Project Management Certificate 📅 2021

TECHNICAL SKILLS

- **Project Management Platforms:** Jira, Notion, Google Workspace
- **Generative AI Tools:** ChatGPT, Claude, Gemini
- **Production Domains:** Television production, Film production, Animation production
- **Project Controls:** Scope management, Change control, Requirements
- **Planning Methods:** Schedules, Budgets, Capacity planning
- **Risk Practices:** Risk management, Dependency management, Escalation
- **Creative Operations:** Creative workflows, Production operations, Technical artists
- **Delivery Measurement:** KPI tracking, Adoption measurement, Production impact
- **Responsible AI:** AI output review, Rights considerations, Human judgment
- **Documentation Systems:** Decision records, Workflow documentation, Lessons learned
- **Collaboration Practices:** Stakeholder communication, Cross functional coordination, Accountability
- **Production Formats:** Scripted content, Unscripted content, Digital content

PROFESSIONAL AFFILIATIONS

- Project Management Institute, professional member since 2021.
- Entertainment production and media technology professional network participant.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST