

# Nicole Lynn Cohen

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West Hollywood, CA

portfoliobynicole.com

## PROFILE

Writer seeing employment in storytelling and creative collaboration. Experience in marketing, administration, and production. Excellent written oral and communication skills. Praised for creativity, time management, and work ethic.

## EDUCATION

### Tufts University - Arts & Sciences

B.A. in Film & Media Studies and English  
Graduated May 2019 / Summa Cum Laude / Dean's List / 2019 Marshall Hochhauser Prize recipient

## SKILLS

Writing, Editing, & Analyzing  
Adobe Premiere  
Adobe InDesign & Photoshop  
Microsoft Office  
Google Suite  
Wordpress/Squarespace  
American Sign Language (ASL)

## MOST PROUD OF

- Peer Teaching through the Tufts Experimental College
- Serving as President of Parnassus, Tufts' creative writing club
- Co-creating and designing Future Histories, Tufts' literary magazine
- Volunteering at DEAF Inc., Boston's Deaf community & services center

## EXPERIENCE

### Executive Assistant to the CEO

SpectreVision - September 2019 to present

Assisting with scheduling, meetings, and calls / Performing script coverage for features and pilots / Running errands and light administrative tasks / Accompanying set visits.

### Marketing Coordinator

Rocketbook - May 2018 to present

Successfully managing 5+ social media channels and overseeing all marketing efforts on social media / Creating videos and content for new product launches / Taking on admin responsibilities in revamping the affiliate program.

### Production Development Intern

Bona Fide Productions - January 2019

Provided script coverage for feature-length films / Researched books, films, and television shows / Performed administrative tasks such as rolling calls.

### Writer/Producer

Short, "Edgewood, Ohio" - Fall 2018 to Spring 2019

Wrote three short films for an Indie Filmmaking course / Served as Supervising Producer in the fall semester during the rewrite & filming process / Provided creative direction and leadership in the spring semester during the post-production process.

### Producer

Animated Short, "Death & Duck Stew" - Fall 2018 to present

Ran a successful Kickstarter campaign / Managed storyboarding and casting processes / Currently overseeing all modes of production alongside a team of tightknit creators.