

Kristen Nicole

PROFESSIONAL EXPERIENCE

CONTACT

kfernandezfilm@gmail.com
(352)360-8260
IMDB

SKILLS

Editing: Premiere Pro, Final Cut X, Avid, DaVinci
Adobe: Photoshop, Illustrator, Lightroom
Production: Scenetime, Cashet, AMEX
Office: Google Sheets, Keynote, MS Office

EDUCATION

Savannah College of Art and Design
B.F.A. Film and Television
Graduated, August 2020

Production Office Coordinator

Untitled Alice – Company | May 2026

- Managed a wide range of production office responsibilities, including travel coordination, vehicle casting, production paperwork, scheduling, and crew communications. Collaborated closely with multiple departments to support production logistics, maintain organized workflows, and ensure the smooth day-to-day operation of the production office.

Production Office Secretary

Jeremy Oliver Miller Films-Brine | April 2026

Production Office Assistant

Netflix – The Mosquito Bowl | March 2026

Sony – Clean Slate | Feb 2023 – Jul 2023; Oct – Nov 2023

Array – Origin | Nov 2022 – Feb 2023

Apple TV +- Manhunt | Feb 2022 – Nov 2022

- Provided comprehensive production office support for the day-to-day operations of busy production across multiple film and television productions, assisting with Scenetime, scheduling, production paperwork, crew communications, research, and office operations. Collaborated with departments across production to maintain organization, streamline workflows, and support the needs of fast-paced productions.

Production Assistant

Radical Media-Watchman | May 2024

ADDITIONAL EXPERIENCE

Home Visit - Real Estate Photographer

2022 – Present

Flying Colors (Band) - Stand-In / PA

2014

Bright House Networks - Varsity Sports Video Editor

2013