

Nicholas Fox

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Objective Highly motivated professional seeks a position as a Set Production Assistant to a leading film or television production company. Candidate desires a position that will provide an opportunity to contribute to an employer's efficiency and productivity while gaining insight into the profession of film or television production.

Experience 2009 - Present Mercury Rising Films Burbank, CA

Associate Producer / Assistant Director

- Assist Producer with obtaining and organizing props and set decoration items.
- Scout and obtain filming locations for Los Angeles portion of production.
- Assist Director with creation of shot list for filming and act as script supervisor.
- Supervise all aspects of production during filming of principal photography.
- Act as Director during filming of sequences where primary Director was acting.

2008 - 2009 L.A. Adventurer Hotel Inglewood, CA

Guest Services Representative / Night Auditor / Marketing Assistant

- Attended efficiently to guest check-in/out and other service-related needs.
- Designed marketing materials and implement strategies to increase occupancy levels.
- Provided administrative and other support to Owner / General Manager.
- Performed nightly audits and ensure front-desk finances are balanced.

2007 - 2008 Box Lake Networks Winchester, KY

Sales and Marketing Manager

- Developed sales and marketing plan for new software product.
- Created website layout/content, brochures, and other marketing materials.
- Coordinated organization memberships and presence at marketing events.
- Provided administrative and other support to Vice President of Sales.
- Exceeded sales call quotas and customer service/satisfaction goals.

2005 - 2007 Definitive Technology Baltimore, MD

Sales Manager - Southeast

- Directly managed sales activity throughout 6 states and 150+ resellers.
- Provided sales, logistics, and technical support for all reseller inquiries within territory.
- Coordinated all travel arrangements for self as well as for Regional Sales Manager.
- Co-managed corporate booth at tradeshow to recruit new resellers.

2002 - 2005 FORTRESS Network Security Louisville, KY

Corporate Sales / Corporate Security Manager

- Lead and managed sales activities for seven salespeople.
- Acted as first level sales and technical support contact for clients' needs.
- Supported over 750 organizations from small business to Fortune 500 enterprise.

2000 - 2002 First Investors Corporation Lexington, KY

Recruitment and Training Coordinator / Office Manager

- Recruited, hired and trained 11 new sales employees.
- Led weekly sales meetings and monthly continuing education sessions.
- Provided administrative and other support to Regional Vice President.

Education 2009 P.A. Bootcamp Los Angeles, CA

- Completed intensive course to become a successful Production Assistant.

1996-1999 University of Kentucky Lexington, KY

2003-2005 Indiana Wesleyan University Louisville, KY

- B.S., Business Management
- Elected as Core Group Leader of program at Indiana Wesleyan University