

Nicole Miller

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nicolemillertv.com

Education

Sep. 2018 – Dec. 2019 (Expected) | Boston, MA
M.S. Television Producing & Writing | Boston University

Sep. 2009 – May 2013 | Ann Arbor, MI
B.A. Economics | University of Michigan

Experience

May 2019 – Present | Boston, MA
Host | Yard House Restaurant

- Promote an excellent dining experience by making guests feel welcome, quoting accurate wait times, seating guests, and accommodating their needs
- Take reservations and takeout orders and answer questions from guests via phone

Sep. 2018 – Dec. 2018 | Boston, MA

Administrative Assistant, Department of Film & Television | Boston University

- Appropriately directed incoming queries from current and prospective students and faculty, managed calendar for department chair

Sep. 2018 – May 2019 | Boston, MA

Teaching Assistant, Introduction to Screen Language | Boston University

- Facilitated workshops on camera use and editing software, helped students to understand visual storytelling principles, graded assignments

May 2017 – Aug. 2018 | New York, NY

Senior Financial Analyst, Corporate FP&A | HarperCollins Publishers

- Prepared and presented reporting on business and industry trends to senior leaders at HarperCollins and parent company News Corp
- Managed budgeting and forecasting for several corporate groups

Jun. 2013 – Jan. 2017 | Columbus, OH

Financial Analyst, Pricing and Promotions | Abercrombie & Fitch

- Collaborated with cross-functional teams to develop and implement a promotional strategy for Hollister Co. stores worldwide based on competitor activity and financial targets to maximize sales and reach brand-building goals
- Clearly communicated details of promotions to store operations, visual, and e-commerce teams for execution in a fast-paced environment

Activities

Sep. 2018 – May 2019 | Boston, MA

Writer and Chyron Operator, *Good Morning BU* | Boston University

- Pitched and wrote stories for a weekly live news show, prepared and played all chyron messages used during broadcast

Jan. 2015 – Jan. 2016 | Columbus, OH

Communications Committee Volunteer | Worthington Resource Pantry

- Drafted communication regarding food pantry initiatives for donors and patrons

Skills

Script Coverage | Microsoft Office | Adobe Premiere | Adobe Lightroom | WordPress