

TIFFANY WELDON

CONTACT

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Los Angeles, CA

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Portfolio: tiffanyweldon.com

EDUCATION

San Jose State University

BA Radio-Television-Film

Honors in Theatre Arts

Class of 2018

SKILLS

Adaptability

Administrative Coordination

Brand Management

Casting

Communication

Customer Service

Data Entry

Detail Orientated

Dell & Macbook Software

Google Drive Software

Leadership

Microsoft Word

Microsoft Excel

Public Speaking

Proof Reading

Quick Learner

Research

Social Media Marketing

Talent Coordination

Team Player

Video Editing:

Adobe Premiere, Final Cut

Pro, Pro Tools

Writing

JELLYFISH, JUNE 2021 - PRESENT

Junior Producer - Creative Social Media Marketing

- Provides creative assets for film and TV show social media accounts.
- Supports social media marketing producers with content calendar management, pitching creative asset concepts, and directing motion graphic designers.
- Communicates directly with clients on account community management and asset creation strategy.
- Logs account metrics for monthly reports.

ELLEN DIGITAL VENTURES MAR 2020 - JUNE 2021

Associate Producer & Talent Brand Manager

- Assisted creative producer throughout entire production for Ellen original digital series.
- Pitched creative ideas, drafted scripts, coordinated with production team for shot looks, set design, props, and equipment needs.
- Managed talent brand through calendar upkeep.
- Coordinated all logistics between talent and production teams.
- Cast and produced Human Interest talent.
- Associate producer credit for Ellen original series-OMKalen with Kalen Allen, Hearts Up! Live, and All Love with Tabitha Brown.

THE ELLEN SHOW MAY 2019 - MAR 2020

Creative Production Assistant | Celebrity & Talent

- Assisted with the daily needs of the celebrity and talent departments by updating content releases, research, assisting in the control room, on set, and field shoots.
- Pitched interview questions, game concepts, sweeps content ideas, and built celebrity guest biography packets.
- Assisted talent department with talent coordination, calendar management, casting, and bookings.

E! LIVE FROM THE RED CARPET JAN 2020 - FEB 2020

Den of Thieves | Freelance Associate Producer

- 2020 Golden Globe Awards, Grammy Awards, and Academy Awards.
- On-site reporter and CG Producer for E! Live From the Red Carpet segment.
- Final Cut Producer of still images.
- Logs, transcribes, and sub-clips footage.
- Formatting and fact-checking of on-air talent cue cards.

References available upon request.