

# Kylie Nellis

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## The TODAY Show

### Production Coordinator

- Arrange daily travel for talent and show guests and assign green room space
- Interview, hire and manage TODAY Show pages
- Mobilize crews and resources during breaking news events, including Hurricane Sandy and Newtown Shooting
- Produce cooking, fashion, and "Fan of the Week" segments
- Travel with show to coordinate logistics for remote broadcasts
- Manage VIP list and coordinate audience for Summer Concert Series

### Executive Assistant

- Assisted senior producers by prioritizing segment pitches, completing expense reports, and updating checkerboard with scheduled segments
- Created daily content for Kathie Lee & Hoda blog and interacted with Facebook fans

May 2012 – Present  
New York, NY

Jan 2012 – May 2012  
New York, NY



## NBCUniversal

### Corporate Events Department Page

- Researched venue sites and contracted space for various NBCU events
- Assisted in planning and executing of "TODAY at 60" celebration by managing RSVP list and scheduling order of events
- Customized event elements to meet publicity department's brand goals

### TODAY Show Page

- Booked travel for guests, producers and talent
- Managed distribution of scripts during live broadcast

June 2011 – Jan 2012  
New York, NY



## Oscar Mayer, Spokesperson

- Spoke on behalf of the Oscar Mayer brand during live television and radio broadcasts
- Wrote and distributed press releases to attract coverage from media in each market
- Updated social media pages and created multimedia content for Oscar Mayer's Hotdogger Blog
- Planned and executed promotional events nationwide with the Oscar Mayer Wiernermobile to increase revenue and sales volume

June 2010 – June 2011  
Nationwide



## Big Ten Network, Reporter

- Interviewed collegiate athletes and coaches during nationally televised broadcasts
- Pitched, wrote and produced content for magazine program *Penn State: Access Granted*

Jan 2009 – May 2010  
University Park, PA



## Centre County Report, Reporter/Producer

- Wrote, produced, and managed live newscasts on WPSU-TV
- Operated as a one-man band reporter by shooting, writing and editing stories for television and web

Sept 2009 – Jan 2010  
University Park, PA



## KDKA.com and McClatchyDC.com, Multimedia Reporter

- Wrote daily blog, delivered video stand-ups, and created photo slideshows for KDKA.com on international assignment
- Produced Gannett Foundation Multimedia award-winning video news story for McClatchyDC.com

March 2009  
Mexico City, Mexico

## Skills:

Final Cut Pro, Pro Tools, iNEWS, ENPS, Videography, Cisions, Highly Proficient in German

## Education:

The Pennsylvania State University, Schreyer Honors College  
BA: Broadcast Journalism, International Politics, German  
Minor: Business/ Liberal Arts  
• GPA: 3.96  
Humboldt University, Berlin, Germany

2006 – 2010

Spring 2008

## Achievements:

- Produced senior thesis documentary *NewsWorthy*
- Journalism Department Commencement Marshal
- Gannett Foundation Multimedia Award
- Four-Year Penn State University Varsity Cheerleader

May 2010

May 2010

Sept 2009

Sept 2006 – May 2010

