



Nadia Voukitchevitch

SENIOR PRODUCER
TV - RADIO - DIGITAL - PRINT

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Owner, **Nadia Films**, Los Angeles, CA

(Nov 2013 - Present)

- Worked as Senior Producer at Nadia Films, managed all client services, and branding elements, and supervised the editing of company demo reels.
- Brought in new accounts: Aireloom, Pep Boys, and Herbalife. Communicated directly with all new clients, ensuring their needs and expectations were exceeded.
- Created public service announcement for Salesian Boys and Girls Club of East LA with Michael Pena.
- Coordinated conference calls with Creative Team and Clients.
- Created a budget template and put together all budgets for clients.
- Selected directors to present to client based on the job requirements and skilled needed as well as level of talent. Negotiated their director rates.
- Produced a feature-length film for non-profit CHIRLA promoting immigrants' rights. Filmed abroad in Mexico on location in Puerto Escondido and Tijuana.
- Arranged all travel itineraries for local crew and talent.
- Drafted and wrote all talent buy-out contracts. Managed their Agents.
- Scouted for locations in Los Angeles and in Mexico.
- Organized all production meetings and put together pre-production books.
- Researched new technology and available innovative equipment keeping the clients abreast of the best production services in the global markets.
- Interviewed, checked references, and hired all members of the Crew locally and abroad.
- Handled all aspects of sales and promotions and public relations with the press.
- Managed all billing matters, invoicing, creating purchase orders and production budgets, negotiating rates and fees, and getting discounts for clients.

Broadcast Producer, **Pacific Communications**, Costa Mesa, CA

(Mar 2012 - Nov 2013)

- Post-produced and supervised all the Editorial aspects of Latisse TV spots. Hired the post-production company in New York. Handled all the Union talent renewal of contracts. Managed all the invoicing and billing as well as the legal department for Allergan and multiple client revisions and modifications to the TV spots.
- Worked with Pharmaceutical accounts: Latisse, Juvederm, Botox, and Naturelle.

Bilingual Broadcast Producer, **Grupo Gallegos**, Huntington Beach, CA

(Sept. 2010 - April 2014)

- Produced TV spots for Latisse-Allergan at Pacific Communications, and Radio and viral campaigns that got over 135,000 hits on YouTube at Grupo Gallegos and Digitas in NY for Comcast, Target, Toshiba, Valvoline, Got Milk and Foster Farms.
- Managed schedules for Acct Group and Creative Team. Post-produced for multiple accounts simultaneously, directed talent, trafficking of spots and billing. Reviewed bids and directors' treatments and presented recommendations to Creative Team. Handled challenging budgets with tight deadlines and delivered on time. Created a 'bible', production guidelines, to reference and track jobs for all freelance producers.
- Won 7 Gold Clios, 2 Addy's in 2015, Gold Palm D'Or at Cannes 2014 and Gold Sol for an Alzheimer's campaign with Grupo Gallegos Creative Team.

Skills

Speaks Seven Languages
Passionate Researcher
Team Leadership
Team Player
Goal-Setter
Enthusiastic Cheerleader
Senior Management
Budgeting & Fundraising
Mac & Windows, Word, Excel,
PowerPoint, Webvantage,
Donovan System, Presto, Final
Cut Pro, Avid Express, Final
Draft, Scriptware, Filemaker
Pro, Wiredrive, Go Simian,
Interdubs, Extreme Reach,
Movie Magic and Showbiz
Budgeting and Wix.com
Blogger

Qualifications

MASTER of ARTS

Human Development with
concentration in Leadership in
Education and Human
Services
Pacific Oaks College
Pasadena, CA
2018

BACHELOR of ARTS

Liberal Arts
Sarah Lawrence College
Bronxville, NY
1998

Awards

Belding Bowl Award 2005 for Kohl's Holiday "Reverse" campaign,
7 Gold Clios, Gold Addys and Bronze Palm D'Or for Alzheimer's campaign 2015.
Southern California Broadcaster's Association Award for Best Radio spot Mervyn's "Back- to- School" 2003.

Executive Producer/Owner, **NADIAREPS.COM**, Los Angeles, CA (Nov 2008 - Apr 2010)

- Represented over 12 top-notch production, animation, VFX, music, and editorial companies doing sales and promoting their brands.
- Produced an award-winning comedy short film, "Ending-Up" Dir. Paige Morrow Kimball starring Matt Lescher and Jenica Bergere.
- Directed, produced, wrote, and edited a short film "Behind Closed Doors." Created PSA for Salesian Boys and Girls Club of East LA with Michael Pena.
- Produced two PSAs for CHIRLA, the Coalition for Humane Immigrant Rights of Los Angeles, with Salma Hayek promoting immigrant reform and another for reporting hate crimes.
- Directed, and produced a promotional video for Film Garden Entertainment, benefiting non-profit Esperanza Community Housing Corp in Downtown LA, and used as a fundraising tool.

Interactive Bilingual Producer/Project Manager, **alPunto Advertising**, Tustin, CA (Jun 07 - Oct 2008)

- Interactive Producer/Project Manager at alPunto Advertising, produced TV, Radio spots for Time Warner Cable, Daisy Sour Cream, Freeway Insurance, Delimex, Farmer John, Hilton Garden Inn, Ringling Bros and Print for Jim Beam. Traveled abroad and hired local prod companies and talent for shoots. Brought- in new business accounts and did Account management with the Daisy Sour Cream client.

Line Producer/ Sales Rep, **La Banda Films**, Beverly Hills, CA (Oct 2005 - May 2007)

- Worked as Line Producer /Sales Rep at La Banda Films, managed all client services, branding, and edited company demo reels. Brought in big-budget new accounts and was key contact with ad agencies. Coordinated special events to promote location services in foreign countries. Created itineraries for Producers traveling abroad for shoots.
- Wrote directors' treatments for feature directors Luis Mandoki, Rodrigo Prieto, and Rodrigo García, that won them TV jobs for AT&T, Walmart, Tecate, Comcast, Southwest Airlines, Taco Bell, Budweiser, Pizza Hut, Cuervo. Researched new directors to recommend to President/EP Roberto Schneider. Worked on Casting "Tear Out My Heart" that short-listed for Best Foreign Film at the Oscars.

Sr. Producer, **Davis-Elen/ Castells Advertising**, Los Angeles, CA (Feb 2002 - Sept 2005)

- Managed Broadcast Dept. and Traffick. Produced TV and Radio campaigns from inception to completion for CSK Auto Parts, Dole, Health Net, Toyota, McDonald's, Las Vegas CVA, Mervyns, Comcast, LA CABLE Co-Op, Charter Communications, Time Warner Cable, ICI Paints, Knotts Berry Farm and HBO. Liaison with all vendors, SAG and AFTRA. Handled talent contracts, business affairs, and music licensing. Supervised post-production, audio recordings, music arrangements/scores, live-action and animation. Generated production estimates and managed timelines.
- Awarded best spot for a Mervyns' Back to School campaign by the So. California Broadcasters Association.
- As Senior Manager worked closely with CEO/President, Liz Castells and all Departments, Acct Directors, and Media Buyers, including HR, when recommending freelancers and interviewing new Creative Directors. Pitched new business and helped win 19 of 20 new accounts: Comcast, Time Warner Cable, HBO, Charter Communications, Adelphia, Cox, Mervyns, Dole, Lindora, and ICI Paints.
- Made a promotional corporate demo reel that involved filming all members of The Team both at Davis-Elen as well as Castells; this was an instrumental tool for new business pitches.

Agency Producer, **CASTOR ADVERTISING**, Miami, FL (May 1999 - Jan. 2002)

- Produced all TV, Radio, TV and Print for Budweiser, Bud Light, Bacardi, Castrol North America, Kmart, GMC and Pontiac.
- Organized timetables and pre-pro meetings. Managed different budgets, generated estimates, and supervised billing. Hired production companies, presented multiple bids, and handled Cost Consultants. Negotiated terms and conditions of talent buy-out contracts. Directed editorial and audio sessions.