

ALISON CHILTON

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EXPERIENCE

Nickelodeon • Project Manager, Project Coordinator
New York, New York • October 2019 — Present

- Oversee a slate of Nickelodeon titles by managing end-to-end campaign scope including: creative development, operational management, asset planning and production, and campaign fulfillment / delivery.
- Define and manage milestones across campaign lifecycle including: creative development timelines, executive & stakeholder review timing, & delivery deadlines.
- Manage cross-functional communications and workflows, ensuring effective exchange of information.
- Troubleshoot creative development and production issues.
- Drive and deliver high-level projects in partnership with senior level executives.

WGRZ-TV 2 On Your Side • Digital Content Producer
Buffalo, New York • January 2019 — October 2019

- Distributed content and generated web traffic via WGRZ's digital, mobile, and social platforms.
- Assisted multi-skilled journalists, reporters, photojournalists, and on-air producers with production of content for digital audiences.
- Wrote and edited stories using AP Style and best digital practices.
- Used analytics to execute web strategies and inform content decisions.
- Tuned in live shots and set up live streams.
- Worked diligently in a fast and often "breaking news" environment.

Entercom Buffalo • Promotions Assistant
Buffalo, New York • May 2015 — October 2019

- Managed a range of promotional events for Entercom Buffalo radio stations: WBEN, WGR, WKSE, WTSS, WWKB, and WWWWS.
- Maintained strong public relations for stations while working remotes.
- Assisted vendors and artists at events including "Kiss the Summer Hello" and "Kerfuffle," station concerts that attracted over 10,000 attendees.

NBCUniversal Media • Production Associate
Pyeongchang, South Korea • 2018 Olympics

- Assisted producers in building opens, teases, profiles, and enhancements that aired across the NBCUniversal networks.
- Logged and cataloged footage.
- Selected shots and calls to feature.

Stamford, Connecticut • 2016 Olympics

- Assisted play-by-play announcers, analysts, and producers in the preparation and broadcast of various Olympic sports.
- Segments were televised nationally across the NBCSN, MSNBC, CNBC, Bravo, and USA networks.

EDUCATION

Roy H. Park
School of Communications
Ithaca College • Ithaca, NY
Bachelor of Science: Television-Radio
Concentration: Media Production
Graduation: May 2017
London Program, Spring 2015
Los Angeles Program, Spring 2017

SKILLS

Project Management Tools

Airtable, JIRA, ShowMGR, Wrike

Adobe Creative Suite

Premiere, After Effects, Photoshop,
Audition, InDesign