

# Tori Nawalinski

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Philadelphia, PA

## Experience

### MALKA

Project Manager + Producer, Jersey City, NJ

03/2023 - Present

- Manage budgets between \$0-\$500k.
- Create timelines and budgets for quick-turn video, design, influencer marketing, and other miscellaneous creative projects.
- Maintain regular contact and develop strong project collaboration amongst client teams.
- Ensure client expectations are met and projects are delivered on schedule.
- Manage video editors, motion graphics, design, and copy teams across multiple projects.
- Manage, source, and negotiate contracts for external influencer + content creator partners for social media campaigns.
- Quality assure and proof assets prior to client reviews and final file delivery.
- Cast and book talent, influencers, and/or crew.
- Source assets (music, stock footage, etc.), review options, and license for use.

### MALKA

Associate Producer, Jersey City, NJ

02/2022 - 02/2023

### Tierney

Junior Producer, Philadelphia, PA

01/2019 - 02/2022

- Set and manage production schedules to meet client deadlines.
- Manage production budgets, collect invoices, and process expenses.
- Manage in-house Production team on-set for video and still production shoots.
- Manage a team video editors and motion graphics designers on day-to-day projects.
- Cast & book talent and pay talent accordingly for video + radio productions abiding by the SAG-AFTRA contacts payment structure.
- Source music and footage, review options, and clear for use.
- Monitor quality of content, set editorial direction, and brief the team for each new project.
- Prop sourcing and food styling for special projects where necessary.

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## Skills

Project Management, Production Management, Budget Management, Client Management, Microsoft Office, Time Management, NetSuite, Project Management Software, Adobe Creative Suite, Google Suite

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## Education

### Bachelor of the Arts - BA, Media Studies and Production

Temple University, Philadelphia, PA

05/2018

- Graduated Cum Laude—3.7+ GPA