

Conrad White

Media Professional

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Production professional eager to grow within film, TV, and commercial productions. Recognized for reliability, quick learning, and a calm presence under pressure. Passionate about contributing to creative teams and learning every aspect of production.

EXPERIENCE

Accounting Administrative Assistant | KS Engineers, P.C. | Newark, NJ 07102 | Jan. 2025 - Present

- Support executive teams with scheduling, internal communications, and document prep across multiple projects.
- Coordinate travel logistics, gather hotel folios, confirm bookings, and prepare documentation for expense reconciliation.
- Handle sensitive financial documents and internal correspondence with confidentiality and professionalism.

Location Production Assistant | Warner Bros. Entertainment, F.A.S.T. | Newark, NJ | Aug. 2025 - Aug. 2025

- Supported location department with on-set logistics, including securing locations, coordinating crew access, and assisting with lockups to ensure smooth filming operations.
- Acted as a liaison between production staff, crew, and the public, maintaining professionalism while addressing questions and minimizing disruptions.
- Assisted with setup and breakdown of equipment and signage at filming locations, demonstrating adaptability and efficiency in fast-paced environments.

Elections Graphics Playback Operator | NBCUniversal, MSNBC | New York, NY 10112 | Oct. 2023 - Nov. 2024

- Delivered live graphic assets to air during national broadcasts, maintaining accuracy under pressure.
- Collaborated with editorial and control room teams to manage live graphics flow and troubleshoot real-time issues.
- Maintained complex show rundowns and production trackers for multiple concurrent live events, flagging issues proactively.
- Ensured seamless playback and asset tracking during special election coverage and breaking news.

Media Production Intern | Alkemy-X | New York, NY 10001 | Jul. 2019 - Dec. 2019

- Assisted line producers with budgeting, scheduling, and coordinating production and post teams.
- Logged and organized media assets, maintained post-production trackers, and ensured on-time delivery of final materials.
- Contributed to branded and docuseries projects in various stages of pre- and post-production.
- Participated in creative development meetings and pitch deck creation, offering feedback on story structure and presentation.

EDUCATION

BA: Television & Digital Media, Minor: Film Screenwriting | Montclair State University | 2017 - 2021 | Magna Cum Laude

SKILLS

- Live Broadcast & Rundown Management
- On-Set Production Support & Locations Assistance
- Asset Logging & Post-Production Organization
- Team Collaboration & Adaptability
- Crew & Public Liaison / Communication
- Scheduling, Calendar & Travel Coordination
- Creative Development & Pitch Support
- Calm Under Pressure / Problem-Solving
- Document & Workflow Management