

# Emily Rose Nietzel

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Versatile professional with experience supporting film and television productions, executive teams, private households, and award shows. Skilled in logistics, vendor coordination, scheduling, budgeting, and administrative support. Brings calm under pressure, exceptional organization, and a genuine love for helping people and projects succeed.

## WORK EXPERIENCE

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### Nanny

Private Family | Cranford, NJ | August 2023 – September 2025

- Provide attentive daily care for a toddler, focusing on developmental milestones such as early education, speaking, and potty training

### SafeCamp “Severance”

Bronx, NY | November 2022 – February 2023

- **Covid Manager** to the Health and Safety team
- Managed weekly COVID testing logistics, including supply transport and test calculations
- Coordinated team travel, including booking transportation and ensuring seamless travel arrangements for staff members to and from location
- Assessed staffing needs and delegated daily testing responsibilities
- Responded promptly to urgent, real-time requests from Health and Safety team, demonstrating adaptability and problem-solving under pressure

### CTEH, Center for Toxicology and Environmental Health

Los Angeles, CA | November 2021 – November 2022

- **Covid Testing Coordinator** for shows, such as 2022 DGA, Grammy Awards, BET Awards and Reno 911!
- Performed daily health screenings and logged crew data into the CTEH system
- Coordinated testing procedures with nursing staff, ensuring efficient and timely operations
- Supervised audience antigen testing by providing clear instructions, assisting with test administration, and reporting results promptly
- Enforced COVID-19 protocols on and off set, maintaining compliance with masking, social distancing, and other safety measures

### UCEDC, Union County Economic Development Corporation

Cranford, NJ | May 2020 – September 2021

- **Loan Portfolio Assistant** to the Loan Portfolio Manager, Diana Grandez
- Monitored and maintained accurate records of client credit reports, insurance certificates, and monthly loan payments, managing up to 30 accounts daily
- Scheduled and facilitated client meetings to collect financial documents for loan approvals
- Identified discrepancies in financial documentation, proactively contacted clients to resolve issues, and ensured timely corrections for seamless processing
- Demonstrated exceptional attention to detail and communication skills in managing client relationships and ensuring compliance with financial requirements

June 2018 – December 2019

- **Administrative Assistant** to the Office Manager, Candida Sadigh and staff
- Managed office communications by handling phone calls and emails, ensuring timely and professional responses to client and team inquiries
- Maintained organized filing systems, updated databases, and managed office inventory to ensure efficient daily operations

## **Marvel Studios, “Avengers: Infinity War and Avengers: Endgame”**

Fayetteville, GA | September 2016 – December 2017

- **Visual Effects Assistant** to VFX Producers Lisa Mara, Jen Underdahl and staff
- Developed and implemented efficient processes to enhance the VFX department’s workflow, including creating a system to organize and track gas and petty cash receipts for reimbursement
- Managed communications between the VFX team and other departments, ensuring timely resolution of urgent matters
- Supported the Travel Coordinator in arranging staff and vendor onboarding, securing studio credentials, and coordinating transportation and rental cars
- Oversaw the organization and procurement of catering, office supplies, and kitchen essentials, maintaining a well-stocked and functional workspace

## **Academy of Motion Picture Arts and Sciences, “The 88<sup>th</sup> Academy Awards”**

Los Angeles, CA | November 2015 – March 2016

- Served as **Donations Coordinator**, managing food and beverage donations for the Green Room, Dressing Rooms, and Production Staff, ensuring proper distribution and organization
- **Talent Assistant** to Talent Producer, Taryn Hurd and team
- Maintained and updated Show Boards daily to reflect real-time production changes
- Coordinated with Talent Manager, Lauren Polito, to obtain talent signatures, execute production runs, and fulfill talent-related requests efficiently

## **Actor/Writer Heather Tom**

Los Angeles, CA | August 2013 – November 2015

- **Personal Assistant** to Actor/writer Heather Tom
- Streamlined personal office operations by managing, calendars, correspondence, bills payments, implementing an effective filing system
- Oversaw household management tasks, including hiring and supervising vendors, maintaining supplies, managing security systems, pet care, and ensuring timely vehicle registration and insurance renewals
- Delivered high-quality childcare for Mrs. Tom’s 3-year-old son, Zane, by engaging him in educational activities to promote social, emotional, and behavioral growth
- Cultivated vendor relationships for Tightrope Design, conducting research to evaluate rates and inventory, and efficiently processed purchase orders

## **FOX, “House”**

Los Angeles, CA | July 2011 – May 2012

- **Set Decorating Coordinator** to Set Decorator Amy Wells, Leadman Keith Sale, and Buyer Jill Rolie-December
- Managed the department budget
- Oversaw product placement and managed certificates of insurance to ensure compliance with production policies
- Coordinated and obtained necessary clearances for all rental items, ensuring timely and accurate documentation to meet production deadlines

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## **EDUCATION**

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### **University of Scranton**

Bachelor’s in Communications/Concentration in Film | Scranton, PA | May 2007

### **Harvard Business School, Online Course**

Management Essentials | November 2024

### **University of New South Wales, Study Abroad**

Environmental Science and Film | Sydney, Australia | June 2006 – August 2006

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## **SKILLS**

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Mac OS X, Microsoft Office, Problem Solving, Communication, Budget Management, Organization