

ASHLEY OLIVIA

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PROFESSIONAL SUMMARY

Talent Producer with extensive experience in talent booking and production across unscripted television, podcasts, and live events. Known for cultivating trusted relationships with talent, publicists, managers, agents, and networks to deliver seamless and high-profile productions.

EXPERIENCE

Good Cop Bad Cop Talent Booking – New York, NY & Los Angeles, CA

Co-Owner / Talent Producer | Oct 2018 – Present

- Book celebrity talent for shows including Disney's Project Runway, Food Network's Beat Bobby Flay, Netflix's Is It Cake?, CBS' The Price is Right Primetime Specials and many others
- Partner with production companies, networks, and reps to secure top-tier celebrity talent based on the project
- Manage talent logistics: call times, travel, accommodations, contracts, and releases
- Coordinate VIP hospitality including dressing rooms, riders, and special requests
- Serve as primary liaison among talent, agents, managers, producers, and internal teams
- Oversee ticketing, credentials, rehearsals, and on-site walk-throughs

The Tonight Show Starring Jimmy Fallon – NBCUniversal | New York, NY

Talent Executive | Sept 2015 – Oct 2018

- Booked a diverse slate of high-profile guests in the film and television department for The Tonight Show
- Built and maintained curated talent lists aligned with cultural trends, tentpole film releases, film festivals and more
- Negotiated all aspects of each celebrity booking and managed communication with the guest's team

Nerdist Industries – Los Angeles, CA

Talent Producer | Dec 2011 – Oct 2015

- Secured celebrity guests for Chris Hardwick's Nerdist Podcast (5.9M monthly downloads), including guests such as Tom Hanks, Bill Gates, Harrison Ford, Tina Fey, and Tom Cruise
- Managed bookings for Nerdist News, All Star Celebrity Bowling, and other digital projects for Nerdist.com

Talking Dead & Talking Bad – AMC/Embassy Row | Los Angeles, CA

Talent Producer | Aug 2011 – Oct 2015

- Booked and researched celebrity guests/fans of The Walking Dead and cast members for AMC's hit after-shows for AMC's The Walking Dead
- Oversaw talent's travel, security, contracts, and on-site logistics

StarTalk with Neil deGrasse Tyson – National Geographic | New York, NY

Talent Executive | Apr 2015 – Aug 2015

- Coordinated celebrity bookings for Nat Geo's first late-night talk show
- Matched guest talent with episode themes and content strategy

Academy of Motion Picture Arts & Sciences – Universal City, CA

Academy Awards Host Committee | 2010 – 2015

- Escorted talent on the red carpet and backstage for the Academy Awards
- First person talent saw after they won an Academy Award. Escorted winner's through press room appearances and into the Governors Ball

Additional Roles (2006 – 2015)

Talent Producer – White Guy Talk Show (Fuse/NUVO)

Talent Producer – All Star Celebrity Bowling (High Noon Entertainment)

Talent Booker – Inside Joke (Grantland/ESPN)

Talent Producer – Shark After Dark (Discovery)

Talent Producer – The Nerdist (BBC America)

Talent Producer – The Jeff Probst Show (CBS)

Talent Coordinator – Conan (TBS)

Talent Coordinator - The Tonight Show with Conan O'Brien (NBC)

Executive Talent Assistant – Late Night with Conan O'Brien (NBC)

Production Assistant – Live! with Regis & Kelly (ABC)

EDUCATION

Seton Hall University – South Orange, NJ

Bachelor of Arts, Broadcast Communications | Cum Laude, May 2007