

Nicole Williams

Casting Support | Talent Coordination | Production Support

New Jersey | Open to Travel

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SUMMARY

Casting and production professional with hands-on experience supporting audition review, talent coordination, and performer communication across independent film and live entertainment environments. Background includes shipboard entertainment operations, casting collaboration, and full-cycle recruiting experience. Skilled in evaluating submissions, coordinating schedules, and supporting creative teams in fast-paced production settings.

CORE SKILLS

Casting Support

Audition Review

Talent Evaluation

Talent Coordination

Performer Communication

Scheduling Coordination

Production Support

Candidate Screening

Interview Coordination

Casting Workflow Support

Digital File Management

Creative Collaboration

Team Coordination

Administrative Support

PROFESSIONAL EXPERIENCE

Casting Producer / Creative Producer

Independent Film Projects | 2020–Present

Support casting and production coordination across multiple independent film projects including "Eternal Words," "The Streets Are Watching," "Voters Rights," "Crashing for Dummies," and "Friends Like These."

- Review performer submissions and evaluate candidate suitability in collaboration with creative teams
- Participate in casting decisions aligned with character and story requirements
- Coordinate communication with performers regarding auditions, callbacks, and scheduling

- Maintain organized records of submissions and casting documentation
- Collaborate with directors and writers to support casting alignment with creative vision

Production Assistant / Assistant Director
Freelance Film Projects | 2020–2022

Supported film production logistics across multiple independent projects.

- Assisted with on-set coordination, ensuring cast and crew readiness
- Supported script coverage and production documentation
- Maintained communication between departments during production
- Assisted with scheduling and daily production workflow

Youth Counselor
Royal Caribbean International | 2014–2018

Delivered entertainment programming and supported live production operations within a shipboard environment.

- Provided interactive entertainment and programming for children and teens ages 6 months to 17 years
- Supported onboard entertainment operations including show preparation and backstage coordination
- Collaborated with entertainment teams to manage schedules and programming transitions
- Gained exposure to live performance workflow and entertainment production environments

Recruiter
Salon Professional Academy | 2018–2021

Managed full-cycle recruitment and candidate coordination.

- Screened applications and evaluated candidate qualifications
- Conducted interviews and coordinated hiring processes
- Maintained communication with candidates throughout recruitment lifecycle
- Managed applicant tracking systems and documentation

Center Director
The Learning Experience | 2007–2014

Led staffing, hiring, and operational coordination for education programs.

- Managed hiring, onboarding, and training of staff
- Conducted interviews and coordinated staffing schedules
- Oversaw daily operations and staff coordination
- Maintained structured workflow in a fast-paced environment

HONORS & RECOGNITION

Short Film Nominee — Newark International Film Festival (2025)

Short Film Nominee — Route 22 Film Works Festival (2024)

Recipient — AACS Culture Award

EDUCATION

B.S. Business Management

Film Training — Recording Radio Film Connection (RRFC)