



# NICHOLI NOAH

CREATIVE OPERATIONS MANAGER

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## PERSONAL SUMMARY

Visionary Creative Operations Manager and curious storyteller with 20 years of media communications knowledge, 15 years of project management & process development, 12 years leading creative production teams, and a knack for finding patterns and solutions. I believe in cultivating a culture of trust through awareness, open communication, and empowerment. My philosophy is that positive accountability and honest expectations lead to strong team relationships and high quality deliverables.

## PROFESSIONAL EXPERIENCE

### Oklahoma Contemporary Oklahoma City, OK 2022-present Accessibility Consultant // Visitor Experience

- Accessibility strategy and practical application advisor to Director of Education
- Developed custom augmented reality greeting card with Director of Communications
- Promotion of membership benefits, education opportunities, and community events
- Monitor art and equipment, maintain presentable environment, organize reports

### NicholiNoah.com LLC Oklahoma City, OK 2018-present Creative Education and Content Production

- Team Collaboration, Logistics, and Creative Production Management
- Created Open Source VR Education tools with devs from Microsoft and Google
- Co-Developed VR Cherokee immersive education program and laboratory
- Generative AI & LLM tools for team collaboration, research, & multimedia

### University of Central Oklahoma Edmond, OK 2017-2018 Video Studio Manager (eLearning)

- Lead, assigned & scheduled three member eLearning studio production team
- Developed modular project planning and collaboration templates & training
- Produced weekly status reports including forecast of upcoming productions

### Daniel Brian Advertising Detroit, MI 2012-2017 Video Editor // Studio Operations Manager

- Streamlined interdepartmental communication with kick-off task assignments
- Hired, trained, and mentored junior video editor and contributing creatives
- Ensured quality control, final delivery, & systematic archival of all audio/video
- Actively contributed to Creative Team projects (brainstorms, pitches, solutions)
- Conserved \$30k by restructuring outdated broadcast media delivery system

### University of Central Oklahoma Edmond, OK 2015-2011 Operations Manager, University Video Services

- Founded and operated video services department with three-member team
- Technical Directed and equipment managed 100+live multicamera productions
- Client-focused business model raised \$25k toward UCO rebranding initiative

## EDUCATION & TRAINING

### Manager Development Program University of Central Oklahoma | Edmond, OK 2019

### BA Communication & Professional Media University of Central Oklahoma | Edmond, OK 2002

### Advanced Storytelling Workshop National Press Photographers Association | Austin, TX 2012

### News Video Workshop National Press Photographers Association | Norman, OK 2010

## CHARACTERISTICS

- Team-Serving Leader
- Diverse Communicator
- Accomplishment Driven
- Systematic Designer
- Detail Oriented
- Proactive Thinker
- Collaborative Coach
- Quality Assurance

## PROFESSIONAL SKILLS & TOOLSETS

- Project Management (Wrike, Trello, Jira, Asana, Gantt Chart)
- Multimedia Production (Audio/Video, Design, Animation)
- Adobe Creative Cloud (Premiere, AE, Illustrator, Photoshop)
- Team Collaboration (MS Teams, Teamwork, Monday, GitHub)
- Generative AI & LLM (OpenAI, Pica, Hugging Face, Mistral)

## HONORS & AWARDS

- deadCenter Film Festival official selection (2020: Virtual Reality)
- NATAS Upper Midwest Regional EMMY® (2014: Campaign)
- NATAS Ohio Valley Regional EMMY® (2013: Commercial)

## INTERESTS & HOBBIES



Travel



Mindfulness



XR Film