

Contingent Offer Letter

May 9, 2025

Jose Andrade,

We wanted to formally welcome you to Ekman Associates, Inc. We are very excited to have you onboard and look forward to working with you. As discussed in our previous communications, following are the details of your employment:

- **Client:** NBCUniversal
- Tentative Start Date is **Monday May 19, 2025**, depending on the following:
 - Verification of your right to work in the United States, as demonstrated by your completion of the I-9 form upon hire and your submission of acceptable documentation (as noted on the I-9 form) verifying your identity and work authorization within three days of starting employment. For your convenience, a copy of the I-9 Form's list of Acceptable Documents is enclosed for your review on the last page of this letter.
 - Background check which includes the following items:
 - County Criminal Search (Last 7 Years)
 - Federal Criminal Search (Last 10 Years)
 - National Criminal Search (Standard)
 - Sex Offender Search
 - SSN Trace
 - Global Watchlist Search
 - Successful delivery of NBCU equipment.
 - Note: If the Start Date changes a new Offer Letter will be sent to reflect the correct Start Date.
 - PO# Completion
 - SOW Completion
- **Estimated End Date:** August 31, 2025
- **Compensation:** Ekman Associates, Inc. compensates employees based on an hourly rate and billable hours and on an "Exempt" status meaning Exempt from Time and ½ pay. All hours worked are paid at your pay-rate, as per current employment rules and regulations.
- We are offering you \$75.00 per billable hour (pay rate). Actual billable hours could be more or less depending on the Client and workflow. Currently, employees are fully billed.

Payroll:

Payroll Information	Name
<p>We distribute paychecks twice a month via direct deposit:</p> <ul style="list-style-type: none"> ▪ Payroll Period 1: 1st-15th ▪ Payroll Period 2: 16th – End of Month 	Jose Andrade
<ul style="list-style-type: none"> ▪ Your first paycheck will be on or around May 31, 2025 depending on workday / weekend) and will correspond to hours worked from May 19, 2025 – May 31, 2025 ▪ Note: If start date should change, the first paycheck date will also change. ▪ Please allow 1-2 business days for direct deposit to be completed 	Jose Andrade

Timekeeping Procedures:

Unless otherwise notified, you are required to accurately record your hours of work. Accurately recording all your time is required to ensure that you are paid for all hours worked.

Your obligation to accurately record all hours worked does not relieve you of your obligation to obtain advance approval from the Client and your Account Manager before working hours beyond your regular work schedule.

Billable Hours Details	Name
Ekman Associates will provide access to a Time Tracking system via Paylocity. Time sheet must be submitted in Paylocity system prior to the end of each payroll period.	Jose Andrade
Ekman Associates, Inc., will only compensate you based on the NBCU authorized hours.	Jose Andrade
Extra Hours: Our agreement with NBCU assumes a “fully billed” process, which equates to eight (8) hours per day of billing. Hours worked more than an eight (8) hour workday and/or weekends will be compensated at your pay rate stated above and must be approved in advance by NBCU.	Jose Andrade
<p>Ekman Associates will send the employee a reminder email regarding Timesheet submittal and will indicate a due date. Adherence to the due date / time frame is mandatory in order to run payroll for all employees.</p> <p>Failure to submit a Timesheet on time, in accordance with the payroll schedule, will necessitate an off-cycle payroll process. In such cases, the employee may be responsible for the associated processing fee, which can be as high as \$350.00. Furthermore, late submissions violate company payroll policies and may result in disciplinary action.</p>	Jose Andrade
<p>Holiday Compensation: Ekman Associates has a variety of clients that celebrate different holidays throughout the year. Therefore, Ekman Associates has chosen to compensate our employees for the following six (6) holidays per year.</p> <p>Please Note: Our clients may observe Holidays not listed, however; these are the only Holidays that we compensate.</p> <ol style="list-style-type: none"> 1. New Year’s Day 2. Memorial Day 3. Independence Day 4. Labor Day 5. Thanksgiving Day 6. Christmas Day 	Jose Andrade
<p>Vacation & Sick Hours: The company provides both vacation and sick leave, which accrue in accordance with our internal time-off policies.</p> <ul style="list-style-type: none"> ▪ Vacation time should be requested with as much advance notice as possible, ideally two weeks in advance. ▪ Sick leave is intended solely for illness or medically related appointments. If you have any questions, please feel free to reach out. 	Jose Andrade
<p>Health Care Insurance Benefits: Ekman Associates, Inc. currently offers Health Care benefits (Medical, Dental, Vision insurance) via Anthem Blue Cross.</p> <p>Note: Employees who work 30 hours or more per week will be eligible for group health insurance the first of the month following 30 days of employment.</p>	Jose Andrade

Client Specific Requirements:

- **Title:** Data Engineer – Business Automation & Data Transformation
- **Responsibilities:** Your responsibilities for this role will report to:

Melanie Sunga

Director, WFX Strategy & Governance
818-200-3308
Melanie.Sunga@nbcuni.com

Cody Kilburn

Business & Data Transformation
937-903-0661
Cody.kilburn@nbcuni.com

Summary of duties are as follows:

Please Note: Scope of Responsibilities can change at any time at the Client's discretion and needs. Responsibilities include:

Responsibilities:

- **API Development & Integration:** Design, build, and maintain API connectors to integrate various data sources and systems, ensuring seamless data flow across the organization.
- **Data Platform Management:** Oversee the maintenance and optimization of our data platforms, ensuring data is accurate, accessible, and secure.
- **Work with stakeholders** to identify data needs and implement solutions that support business objectives.
- **Automation Solutions:** Develop and deploy automation scripts and tools to streamline processes, reduce manual work, and enhance operational efficiency. Collaborate with teams to identify areas where automation can drive value.
- **Data Quality & Governance:** Implement data quality checks and governance frameworks to maintain the integrity and reliability of data. Ensure compliance with data security and privacy regulations.
- **Technical Support & Troubleshooting:** Provide technical support for data integration and automation issues, ensuring timely resolution and minimal disruption to operations.
- **Effectively manage stress** in accomplishing the foregoing list.

Please Note:

Additional Information	Name
The client can terminate the contract at any time.	Jose Andrade
The client can change direction at any time	
The client can hire you at any time	
Ekman Associates, Inc. can terminate the client contract at any time	
Ekman Associates, Inc. can terminate your employment at any time	

Your employment with Ekman Associates, Inc. is and at all times will remain, “at-will.” This means that you have the right to resign from employment at any time, for any reason with or without notice, with or without cause.

Likewise, Ekman Associates, Inc. has the right to terminate your employment at any time, for any reason, with or without notice, with or without cause. Ekman Associates, Inc. also has the right to terminate your employment in the event the client to whom you are assigned requests your removal from the assignment or cancels the contract.

At the end of the contract duration or if the Client terminates the contract sooner than planned or requests your removal from the contract, Ekman Associates, Inc. may or may not have work available for you. In the event that other projects are not available, then your employment will cease with Ekman Associates, Inc.

Your employment shall be governed by the laws of the state of California, whose courts shall have jurisdiction over any employment claims arising out of your work under this Offer Letter.

Ekman Associates, Inc. Account Manager for NBCU:

Lisa Ekman, CEO
23655 Via Del Rio, Unit D
Yorba Linda, CA 92887
Office: 714-694-5920
Email: lisa@ekmanassociates.com

Firouzeh Farmand, SVP Business Development & Sales
23655 Via Del Rio, Unit D
Yorba Linda, CA 92887
Office: 714-694-5920
Email: firouzeh@ekmanassociates.com

Client Location / Address: NBCUniversal
California, CA / Remote

Attire: Professional / Business Casual

Please Note: This offer of Employee Agreement will expire if you have not accepted it after 48 hours.

You and we agree that in this position:

- Your position and duties are primarily engaged in work that is intellectual or creative and requires the exercise of discretion and independent judgment.
- The employee is primarily engaged in duties that consist of:
 - The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications.
 - The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to, user or system design specifications.
 - The design, development, documentation, analysis, testing, creation, or modification of computer systems or programs, including, but not limited to work related to the design of software or hardware for computer operating systems.
- You represent that you are highly skilled and is proficient in the theoretical and practical application of highly specialized information to computer systems analysis, programming, and software engineering.

In accepting this offer, you agree that you will not perform professional services for any person or entity other than Ekman Associates, Inc. during your employment and will not engage in any other activity that would or reasonably might prevent or materially interfere with the performance of your duties or constitute a conflict of interest.

Again, we at Ekman Associates Inc. look forward to continually working with you.

I understand and agree to the statements above:

Jose Andrade
Jose Andrade (May 9, 2025 12:19 PDT)
Name: Jose Andrade
Date: 05/09/2025

Rosa Martinez
Ekman Associates, Inc.
Date: 05/09/2025

Job Description

Title:	Data Engineer – Business Automation & Data Transformation
Location:	Remote
Industry:	Entertainment
Supervisor:	Melanie Sunga / Cody Kilburn
Compensation:	\$75.00 per hour
FLSA Status:	Exempt

Ekman Associates is a management consulting firm that specializes in developing business, digital, and technology strategy, delivering solutions, and addressing human resource demands.

Summary: As the Automation & Data Engineer, you will play a critical role in enhancing data infrastructure and driving automation initiatives. This role will be responsible for building and maintaining API connectors, managing data platforms, and developing automation solutions that streamline processes and improve efficiency. This role requires a hands-on engineer with a strong technical background and the ability to work independently while collaborating with cross-functional teams.

Key Skill Set:

- **Ability to build and maintain API connectors - Mandatory**
- Experience in cloud platforms like AWS, Azure, or Google Cloud.
- Familiarity with data visualization tools like Tableau or Power BI.
- Experience with CI/CD pipelines and DevOps practices.
- Knowledge of data security and privacy best practices, particularly in a media or entertainment context.

Responsibilities:

- **API Development & Integration:** Design, build, and maintain API connectors to integrate various data sources and systems, ensuring seamless data flow across the organization.
- **Data Platform Management:** Oversee the maintenance and optimization of our data platforms, ensuring data is accurate, accessible, and secure.
- **Work with stakeholders** to identify data needs and implement solutions that support business objectives.
- **Automation Solutions:** Develop and deploy automation scripts and tools to streamline processes, reduce manual work, and enhance operational efficiency. Collaborate with teams to identify areas where automation can drive value.
- **Data Quality & Governance:** Implement data quality checks and governance frameworks to maintain the integrity and reliability of data. Ensure compliance with data security and privacy regulations.
- **Technical Support & Troubleshooting:** Provide technical support for data integration and automation issues, ensuring timely resolution and minimal disruption to operations.
- **Effectively manage stress** in accomplishing the foregoing list.

Qualifications:

- Bachelor's degree in Computer Science, Information Technology, Engineering, or a related field, or equivalent experience.
- 5+ years of experience in data engineering, software development, or related roles, with a focus on API development, data platforms, and automation.
- Proficiency in programming languages such as Python, Java, or similar, and experience with API frameworks and tools (e.g., REST, GraphQL).
- Strong understanding of data platforms, databases (SQL, NoSQL), and data warehousing solutions.
- Experience in cloud platforms like AWS, Azure, or Google Cloud.
- Familiarity with data visualization tools like Tableau or Power BI.
- Experience with CI/CD pipelines and DevOps practices.
- Knowledge of data security and privacy best practices, particularly in a media or entertainment context.
- Experience with automation tools and frameworks, such as Ansible, Jenkins, or similar.
- Excellent problem-solving skills and the ability to troubleshoot complex technical issues.
- Strong communication and collaboration skills, with the ability to work effectively with cross-functional teams.
- Ability to work in a fast-paced environment and manage multiple projects simultaneously.
- Results-oriented, high energy, self-motivated.

Supervisory Responsibilities: This position will require Coordinator responsibilities. This role does not require direct report management; however, this role requires a collaborative team management from a Project Management perspective.

Travel Requirements: This position requires up to 0% travel.

Work Environment: Universal City, CA remote. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to see, talk and hear. The employee is frequently required to sit, stand; walk; use hands and fingers to, handle or feel; and reach with hands and arms. The employee occasionally will be required to lift up to 20lbs.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Ekman Associates is an Equal Opportunity Employer

Signatures

This job description has been approved by all levels of management:

Executive: Lisa Ekman

HR: Rosa Martinez

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: Jose Andrade **Date:** 05/09/2025
Jose Andrade (May 9, 2025 12:19 PDT)

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<div>1. U.S. Passport or U.S. Passport Card</div> <div>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</div> <div>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa</div> <div>4. Employment Authorization Document that contains a photograph (Form I-766)</div> <div>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:<div>a. Foreign passport; and</div><div>b. Form I-94 or Form I-94A that has the following:<div>(1) The same name as the passport; and</div><div>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</div></div></div> <div>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</div>		<div>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</div> <div>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</div> <div>3. School ID card with a photograph</div> <div>4. Voter's registration card</div> <div>5. U.S. Military card or draft record</div> <div>6. Military dependent's ID card</div> <div>7. U.S. Coast Guard Merchant Mariner Card</div> <div>8. Native American tribal document</div> <div>9. Driver's license issued by a Canadian government authority</div> <div>For persons under age 18 who are unable to present a document listed above:</div> <div>10. School record or report card</div> <div>11. Clinic, doctor, or hospital record</div> <div>12. Day-care or nursery school record</div>		<div>1. A Social Security Account Number card, unless the card includes one of the following restrictions:<div>(1) NOT VALID FOR EMPLOYMENT</div><div>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</div><div>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</div></div> <div>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</div> <div>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</div> <div>4. Native American tribal document</div> <div>5. U.S. Citizen ID Card (Form I-197)</div> <div>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</div> <div>7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</div>
<div>Acceptable Receipts</div> <div>May be presented in lieu of a document listed above for a temporary period.</div> <div>For receipt validity dates, see the M-274.</div>				
<div>• Receipt for a replacement of a lost, stolen, or damaged List A document.</div> <div>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</div> <div>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</div>	OR	<div>Receipt for a replacement of a lost, stolen, or damaged List B document.</div>		<div>Receipt for a replacement of a lost, stolen, or damaged List C document.</div>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.