

NICHOLAS PETKAS

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Long Beach, CA 90814

SUMMARY

Versatile professional with extensive experience in the entertainment and technology sectors, specializing in project management, workflow optimization, and audio engineering. Proven track record of success in ensuring efficient production processes and adapting to dynamic environments.

PROFICIENCY

- **Technology:** Avid ProTools, Adobe Photoshop & Illustrator, Jira, Confluence, Sharepoint, CRM, AWS, KACE, SLACK, Microsoft Suites, and G Suites.
- **Web Development:** HTML, CSS, JavaScript, Bootstrap, RESTful API, MySQL, NoSQL, Node.js, Express.js, React.js, MongoDB, MERN, and GraphQL.
- **Entertainment/Production:** Professional in audio recording and engineering, pre/post-production, broadcast editing, with experience working in multiple production disciplines and production environments.
- **Project Management:** Standard operating procedures development, technical workflow documentation, coordination with cross-functional teams.

EDUCATION

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| 11/23 - 06/24 | University of California Los Angeles/ Los Angeles, CA | • Full Stack Web Development Program |
| 10/05 - 03/07 | Conservatory of Recording Arts & Sciences/ Tempe, AZ | • Master Recording Program II |
| 08/01 - 06/04 | Scottsdale Community College/ Scottsdale, AZ | • Associates Degree in Music Composition |

EXPERIENCE

04/21 - 07/23 **Technical Onboarding Specialist/ Deluxe NMS/ Burbank, CA**

04/13 - 04/21 **Technical Onboarding Coordinator/ Sony NMS/ Los Angeles, CA**

- Developed and executed standard operating procedures for various streaming providers, overseeing digital supply chain initiatives.
- Drafted technical workflow documentation for procedural standards to ensure data-driven technical account management and operational support across multiple divisions.
- Coordinated with cross-functional teams to meet technical client requirements for domestic and international content.

08/12 - 03/13 **Audio Engineer & Mixer/ ITV Studios/ Los Angeles, CA**

- Audio editor/mixer for broadcast episodic news content, including voice-over recording session.
- Managed audio/video file and assets for final deliverables.
- Client liaison to production staff.

03/11 - 05/12 **Audience Coordinator & Assistant/ On-Camera Audience/ Burbank, CA**

- Managed audience coordination for game show, reality, and scripted television. that involved background or extra's casting.
- Assisted with invoice/release form management, serving as a liaison between production staff and talent agencies.

03/08 - 03/11 **Element Preparation Services & Machine Room Operator/
Chace Audio by Deluxe Digital Media/ Burbank, CA**

- Evaluation and preparation of audio/video media formats, including element digitization, management of machine room setups, physical and digital asset inventory.

Vault Assistant/ Shipping & Receiving

- Assisted with the organization of vault assets, cataloging in-house content, disposal of old or post-transfer media, and general shipping & receiving services.

01/07 - 01/08 **Assistant & Second Assistant Engineer/ Quad Recording Studios/ New York, NY**

- Supported session setup/tear down, equipment care, and asset management.
- Maintained client relations and provided general assistance in a studio environment.

References available upon request.