

ELENA N. DIAZ

TV Producer & Writer

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elenanicolediaz.com

Experience

Senior Producer: NBCU Syndication Studios 2010 - Present

Six-time promotion recipient; from PA to Senior Producer. Winner of 4 GEM Awards. Steve Wilkos Show seasons 3 - 15. Judge Jerry seasons 1 - 2. Breaking Through with John Edward Pilot. Research, ideate, develop, and produce under tight deadlines and turnarounds. Write story scripts and host question cards. Brief talent and guests. Mentor Junior and Segment producers. Liaise with Digital to produce best online content. Manage production teams in all aspects from pre to post production. Interview potential employees. Manage and maintain strict budget. Hear pitches, conduct pre-interviews, assess quality for show goals. Produce OTF's and pre-show package pieces. Clear and acquire elements for show. Line-edit with post. Coordinate and produce segments in the field; scout and acquire locations, security personnel and legal releases. Special Episodes Producer during Pandemic; conceive and execute all-virtual celebrity specials.

Casting Producer: KiwiBrooklyn Media/Ol'Soul Pictures 2013

Cast short, *FLEECING LED ZEPPELIN*. Winner: Best Short 2014 Harlem Film Festival.

Writer: LRGTV 2010

Write copy for Youtube Music News Channel. Run teleprompter, assist in field with band interviews.

Production Intern: ViacomCBS, Vh1 News 2009

PA duties: assist editors with online articles, transcribe interviews, runner.

Education

- University of Connecticut; BA Journalism; 2009
- Gotham Writers Workshop; Television Writing; 2021

Skills

Final Draft, Adobe InDesign, Final Cut Pro, Mac & Microsoft OS. Communication. Compassion. Patience. Flexibility. Kindness.