

# NICK TOBIA

## Project Manager | PMP

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## SUMMARY

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Project Management Professional with expertise in managing video content production for digital platforms. Proven track record managing high-volume concurrent project pipelines, advising on budgets and executing on them, developing efficient workflows and schedules, leading cross-functional teams and ensuring on time delivery of quality products.

## EXPERIENCE

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### POST PRODUCTION VIDEO PRODUCER | Jan 2022 - March 2025

**MotorTrend Studio, Warner Bros. Discovery** | El Segundo, CA

- Managed teams ranging from 5-20 members to deliver videos for our different content programs: editorial, linear, and branded.
- Created a variety of workflow pipelines and schedules to work in conjunction, including one for a series streaming on Max called “Behind the Wheel,” one for a series called “Buyer’s Guide” to drive traffic to MotorTrend’s website, and one for a high volume output of editorial videos to maintain relevance and engagement across all platforms.
- Accurately managed and helped develop budgets on projects/initiatives ranging from \$2K-\$420K that would last from one week up to a year. Tracked individual project and overall program budget performance and communicated performance regularly to all stakeholders.
- Developed internal project and financial tracking systems within Microsoft Excel for diligent monitoring of projects throughout their whole life cycle, helping internal teams stay on track and keep all stakeholders up to date.
- Verified deliverables always met our organization’s quality requirements and ensured the projects complied with regulations and copyrights that could impact them. This includes the acquisition of permits, licenses, and material releases to allow MotorTrend to film in certain locations and to utilize external resources within their content.
- Procured a wide range of vendors to work on necessary projects and successfully negotiated rates and schedules with them to work within the required schedules and budgets.
- Mentored new post production coordinators and taught them how to excel within MotorTrend, leading to them independently managing projects under my supervision.

### POST PRODUCTION VIDEO COORDINATOR | Feb 2020 – Dec 2021

**MotorTrend Studio, Warner Bros. Discovery** | El Segundo, CA

- Quickly learned the video production industry and necessary skills needed to lead teams and earn the promotion to post production video producer.

## EDUCATION / CERTIFICATIONS

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- **Bachelor of Science**, Geological Sciences (Minor, Business Administration)  
**University of Delaware** | Newark, DE | May 2018
- **PMP**, Project Management Institute | March 2025

## SKILLS

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- Traditional, Agile and Hybrid Methodologies   • Efficient Scheduling   • Budget Management
- Workflow Development & Optimization   • Effective Communication   • Resource Management
- Procurement   • Quality Control   • Remote Collaboration   • Digital Asset Management   • AI Tools
- GSuite   • MS Office   • Adobe Premiere Pro, Photoshop, and After Effects