NICOLE D. FORD

Event and Project Manager | Corporate Conventions, Conferences, and Live Experiences

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Las Vegas, NV

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EDUCATION

University of California at Berkeley
Bachelor of Science in Business Administration

Specialization: Accounting & Finance

SKILLS

- Event & Project Management
- Event Logistics & Operations
- Budget Management & Vendor Relations
- Stakeholder & Client Engagement
- Team Leadership & Collaboration
- Marketing & Creative Campaigns

Technical Skills

- Google Workspace
- Microsoft Office 365
- AI Tools
- Jira & Confluence
- Smartsheet
- Canva
- Event Registration & Lead Retrieval: Experient, CompuSystems, Eventbrite, AllEvents

Versatile event professional with 10+ years of experience across corporate conventions, conferences, and cultural programs. Combines on-the-ground logistics expertise with a CFO-level finance background to deliver experiences that run seamlessly and maximize impact. Skilled at managing complex operations, multi-stakeholder projects, and shaping environments that engage audiences, celebrate community, and bring visions to life.

CORPORATE EVENT & PROJECT EXPERIENCE

Various Companies
Convention & On-Site Event Roles | Freelance Contractor
(2012-2018, October 2025-Present)

- Recently re-entered the corporate events world, serving as Show Office Manager for Cisco Partner Summit 2025 (San Diego) with George P. Johnson.
- Supported marquee clients/events including CES, NAB, SEMA, Cisco GSX, Oracle, Dreamforce, Comic-Con, and EDC.
- Worked on-site in roles spanning registration, VIP, show office, payroll, and vendor coordination.
- Built expertise in live event logistics and client/attendee service at scale (hundreds to 500,000+ attendees).

Rivian
Senior Learning & Development Specialist (Contract)
(April – November 2025)

- Designed and delivered large-scale online learning experiences for a 14,000+ global workforce: interactive, impactful, and built for scale.
- Curated content and visuals that transformed complex technical material into clear, memorable experiences.
- Partnered with stakeholders and subject matter experts to align objectives, ensuring the “audience journey” was seamless from start to finish.
- Delivered rollouts across digital platforms with precision, balancing tight deadlines and high visibility.
- Elevated engagement by integrating interactivity, knowledge checks, and strong visual storytelling.
- Maintained detailed logistics, compliance, and records management to support flawless execution.

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Eastridge Workforce Solutions

Strategic Delivery Manager/Project Manager (2021-2024)

- Collaborated with C-suite and cross-functional teams to deliver projects under the President of Workforce Recruitment and Chief of Staff.
- Produced internal events including weekly All-Hands, San Diego HQ Grand Opening, and 2023 Company All-Hands (≈300 attendees).
- Planned external initiatives: Ukrainian refugee job fairs, Juneteenth activations, and Cue Health rapid-response hiring fair.
- Partnered with leadership on B.L.A.C.K.@Eastridge and Diversity Task Force programming, advancing cultural advocacy and inclusion.
- Implemented new Learning Management System (100+ training modules, 50+ content creators) and piloted learner test program.
- Streamlined communications between stakeholders, developers, and executive leadership to improve efficiency.

Client Experience Team (2020-2021)

- Supported ClearlyRated NPS survey rollouts and COVID-era client experience projects, managing plans, timelines, and Smartsheet dashboards to improve client satisfaction visibility and stakeholder communication.

Staffing | Project Coordinator | Recruiter (2018-2020)

- Promoted into the Convention Division office to oversee recruiting, staffing logistics, payroll, and scheduling for large-scale conferences and trade shows.
- Partnered with clients and internal managers to anticipate needs, streamline operations, and deliver staffing programs for high-volume shows.
- Ensured compliant, accurate staffing and payroll while providing a consistent, seamless experience for attendees and global clients.

ENTREPRENEURIAL & COMMUNITY LEADERSHIP EXPERIENCE (Las Vegas, NV)

Founder & Owner – NDF Unbound (2025-Present)

- Provide event production, project management, and consulting services across industries. Deliver strategy, logistics, and operations for boutique activations to large-scale conventions.

Co-Owner – Sistas Who Shine & The Sassy Taurus (2025-Present)

- Design and host luxury wellness and creative gatherings that uplift Black women and allies through Candle Making, sound baths, and immersive experiences. Lead operations and business development for a Black woman-owned self-care brand, producing bold, high-impact activations at vendor markets and pop-ups.

Cultural & Community Advocacy (2016-2022)

- Co-Founded Juneteenth365 LLC, producing cultural events and community empowerment initiatives. Held leadership roles with Africa Love Store, Vozolo Dance Company, and Triba!, managing bookings, contracts, and cultural programming while also performing as a cultural drummer.

ADDITIONAL CAREER EXPERIENCE – FINANCE & ACCOUNTING

- Various 1993-2009: Served as Senior VP & CFO at Windswept Holdings LLC, a top-10 Billboard independent music publisher, overseeing global finances, major catalog acquisitions, and joint ventures. Earlier roles include PwC, formerly PricewaterhouseCoopers, (audit/consulting), Universal Pictures (film finance), and Resources Global Professionals (consulting for Diamond Resorts).