[Producer, Creative Writer](https://www.postjobfree.com/resume/adysnq/producer-creative-writer-new-york-ny%22%20%5Ct%20%22_blank)

Location:
New York, NY

Posted:
August 08 2023

Contact Info:
pettit.jessiexx@gmail.com
313-680-0996

PETTIT 1
Detail-oriented and interpersonal professional with broad international experience in the United Kingdom and the United States as a Director, Producer, and agency-signed Actor. A natural leader and team player with the ability to efficiently supervise and delegate the cast and crew. Creates and maintains schedules to ensure each project is completed on time and within budget. Skilled in cross-functional communication, collaboration, organization, and time management. Jan 2017 - Present
Film Director & Producer, Freelance
UK Clients: London Film House, Trickbox, Robusto Luggage, Empire Chase US Clients: Shinola, The Lip Bar, Two Dudes Photo
• Corresponds with current and prospective clients to gather information regarding project requirements, budgeting, and scheduling
• Creatively develops storylines and storyboards aligned with client vision
• Partners closely with cast and crew to successfully carry out storyboard concepts
• Places the focus on brand voice and consistency
Jun 2018 - Sep 2019
Producer & Production Manager, Pink Banana Studios, London, UK
• Collaborated with director and producer to assist with layout and execute creative vision
• Created weekly and daily schedules for pre-production, production, and post-production
• Managed the cast on-set and ensured the crew was on schedule Jan 2020 - Present
Editor, Freelance
UK Clients: Healthy Living London
• Creates impactful and highly shareable content based on readership
• Reaches out to brands and PR teams for product placement and review
• Completes monthly projects, monitors deadlines, and adheres to journalism best practices SUMMARY
CAREER HIGHLIGHTS
• Brings experience on both sides of the camera and all stages of production
• History in directing, producing, and editing footage for commercial, corporate, and narrative projects
• Produced high-quality training videos for soldiers and officers in US military training camps
• Takes the initiative to secure clients, talent, crew, and unique locations
• Background in business administration enables the organization and handling of paperwork (location permission, release forms, call sheets, cast and crew bookings)
• Skilled in television studio and autocue operations, floor management, and equipment setup
• Experienced Brand Ambassador for events, representing companies such as SEG, Star One, and Hel’s Angels
PRODUCTION EXPERIENCE
ADDITIONAL EXPERIENCE
CONTACT
pettit.jessiexx@gmail.com
(313) 680-0996
Allen Park, MI 48101
Customer Service
Planning & Scheduling
Research
Brand Awareness
Marketing
Screenwriting
Creative Execution
Networking
Talent Scouting
Financial Management
KEY SKILLS
INTERNATIONAL CREATIVE DIRECTOR & PRODUCER
Videography (Multi-Camera)
Sound Mixing
Footage Editing
Transcribing
Microphones
Camera & Lighting Adjustments
TECHNICAL PROFICIENCIES
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PETTIT 2
Adobe Premiere
Final Cut Pro
Logic Pro
Microsoft Word
macOS
SOFTWARE
INTERNATIONAL CREATIVE DIRECTOR & PRODUCER
ADDITIONAL EXPERIENCE (CONTINUED)
Jan - Sep 2019
Social Media Manager, Doc Cotton, London, UK
• Content creation and management for company Instagram and Facebook profiles
• Responded to client inquiries and concerns via email and social media
• Frequently scouted models and photographers to coordinate seasonal photoshoots Jun - Sep 2018
Seasonal Video Technician, Ravenswood Solutions, Michigan, USA
• Videography and multi-camera use to produce military training videos
• Communicated with and took direction from high-ranking military personnel
• Operated switchboard during conferences
Feb - Jun 2018
Director’s Assistant & Personal Assistant, Solar Productions, London, UK
• Partnered with videographers to create corporate commercials
• Assisted director during shoots and post-production, transcribed footage as necessary
• Organized meetings with clients according to schedules Sep 2016 - Jan 2018
Personal Assistant, John Andrews, London, UK
• Promptly responded to client emails
• Created and maintained schedules; arranged meetings and travel
• Tracked expenses and generated accurate documentation EDUCATION
May 2019
BA Film Production, University of West London, London, UK
• Relevant Coursework: TV Studio Production, Documentary Production, Short Film Production, Screenwriting, History of Film, Film Movements, Industry Experience, Editing Aug 2013
Business Administration, Henry Ford College, Michigan, USA
• Relevant Coursework: Business Management, Accounting, Economics, Business Law, Human Resources
Available upon request.
REFERENCES
JESSICA PETTIT

PostJobFree Inc, 101 Marketside Ave Ste 404-206, Ponte Vedra, FL 32081