[Producer, Creative Writer](https://www.postjobfree.com/resume/adysnq/producer-creative-writer-new-york-ny" \t "_blank)  
  
Location:  
New York, NY  
  
Posted:  
August 08 2023  
  
Contact Info:  
[pettit.jessiexx@gmail.com](mailto: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](mailto: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

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