



JETTI RAE GODWIN

ABOUT ME

Dedicated Personal Assistant and Passionate theatre and film production graduate from Texas State University seeking an opportunity to continue sharing my creative spirit and outgoing attitude through engaged communication, client relations, and hands-on work.

CONTACT

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- 📍 Jacksonville, FL 32210

EDUCATION

Texas State University

BFA - Performance & Production
2020-2024

Douglas Anderson School of the Arts

HS Diploma - Musical Theatre
2016-2020

SKILLS

- Office Management
- GateWorks System
- SFX/Basic Makeup
- Celtx/Final Draft/Writing
- Lighting Programming
- Scene Painting
- Directing / Assisting
- Microsoft & Apple Products
- Project Management

REFERENCES

Available Upon Request

EXPERIENCE

STARZ, KingMaker Production

Writer's Personal Assistant (WPA)

2025

- Maintained an organized writer's room office by setting up spaces, managing printing needs and document disposal, overseeing the GateWorks system, handling daily errands and lunch orders and anticipating the needs of the Showrunner and writing staff.
- Supervised budget, ordering of supplies, credit card usage, receipt and record maintenance, accounting, and coordination with STARZ Finance Department

Texas State University Short Film Projects

2023-2024

- Director: SCARS - Student produced short film, horror genre.
- SFX Makeup Lead: I Love You - Student produced short film, horror genre
- Director/Actor: PSA on Sewell River Park

Texas State University Scene & Lighting Projects

2023-2024

- Scene building and design for Texas State productions
- "Starry Night at Hogwarts" scene-work exhibited at Performing Arts Center
- Programmed Light Shows

Chick-Fil-A

2023-2025

Cashier & Customer Service Liaison

- Worked with a wide variety of people while maintaining a happy/positive attitude to ensure guests have an enjoyable experience.
- Proving success in entry-level functions (bagging, cashier, expediter), I was promoted into training and leadership functions.

Letterpress PLAY

2022-2023

Cashier & Customer Service Liaison

- Assisted customers on product selections.
- Performed all opening and closing procedures unsupervised.
- Supported inventory, restocking, events and marketing.

Girl Scouts of Gateway Council

2017-2021

Summer Camp Counselor, Certified Lifeguard, Kitchen Aide, CIT

- Supervised groups of fifty campers for multiple week-long summer camp programs.
- Elevated to a leadership position managing the aquatics program.

5 & Dime Theatre Company

2017-2021

- Served as Stage Manager for multiple productions
- Served in a variety of production functions (sound/light board operation, scene design/build, reading lines, and assisting attendees).

FSU Center for War and the Human Experience

2019

- Processed archival collections as an Intern