

Jennifer Musser
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Summary

I am a recent Cum Laude graduate in English with a focus in Creative Writing from the University of Central Florida. I am skilled in organizational strategies, time management, and creative methods. My attention to detail helps me work well in fast-paced environments, where I rely on my problem-solving skills to influence a successful outcome. I also take pride in my work ethic, not stopping until the job is done, and while I believe in taking the initiative in my work, I also believe in the importance of collaborating with other individuals to achieve the desired results.

Skills

- | | |
|------------------------|-------------------------------|
| - Time management | - Problem solving |
| - Critical thinking | - Organizational strategies |
| - Research and writing | - Interpersonal communication |

Relevant Work Experience

Production Assistant

Ming Entertainment, December 2023 – January 2024

In association with ESPN...

- Executes an array of responsibilities integral to the production assistant role, such as taking coffee orders, maintaining crafty table stock, assisting with catering operations, set construction, executing off-site errands in a timely and budget-friendly manner, transporting crew to and from set, organizing items to be shipped after the production, and overseeing the distribution of Personal Protection Equipment (PPE) to crew members

Script Reader

Roadmap Writers, June 2021 – January 2024

- Delivered script coverage to 250+ writers on their screenplays of various genres and styles, evaluating valuable aspects of narrative development, such as story structure, character development, voice/style, world building, tone, and general marketability
- Recognized for quality script coverage and entrusted with shaping a recommendation list for executives within the entertainment industry

Social Media Manager

Independent Film Project, January 2023 – December 2023

- Elevated the production's online presence by creating captivating project and industry related blog, social media, and website content using Canva and SquareSpace
- Directed the evolution of the production's reputation with consistent maintenance of the official website to reflect the film's purpose and goals, ensuring a captivating and user-friendly digital space for new and returning viewers

Production Assistant

Sky Elements Drone Shows, October 2023 – October 2023

- Identified, tested, and set up individual drones in the pre-determined pattern for an accurate take-off
- Assisted in the construction and take-down of tents and additional set structures

Development Coordinator

Amendment 28 Films, December 2022 – October 2023

- Managed highly confidential communications and project requirements
- Delivered high-quality creative materials, including compelling pitch decks and story outlines
- Developed and maintained a highly organized Excel workbook for strategic fundraising to support efficient funding decisions by management
- Revamped and managed the company's website, enhancing visual appeal, functionality, and "user friendliness"

Production Assistant

KOKO Sports Management, December 2022 – December 2022

- Managed a vast spectrum of responsibilities relating to the production assistant role, such as coffee orders, crafty table services, catering, off-site errands, set maintenance, crew transportation, and the distribution of key cards, written materials, and crew apparel
- Requested to serve as the trusted assistant to the broadcast producer to ensure flawless performance execution by managing critical responsibilities within the broadcast truck during the live performance, such as the organization and distribution of broadcast materials, normal PA duties, and the curation of celebrity/fan Twitter posts for on-screen presentation during the live show

Production Assistant

UCF Restores, July 2022 – July 2022

- Contributed thoughtful solutions to the director's creative vision by offering objective insights into actor blocking and optimal equipment placement to help enhance the overall quality and workflow of the production
- Demonstrated versatility and reliability by stepping into various background and crew-focused roles when needed to ensure production results
- Played a vital role in the crew by collaborating with the sound mixer as the boom operator for the productions, ensuring clear and high-quality audio for the editing team to utilize to help retain consistent production quality

Education

Bachelor of Arts, English and Creative Writing (GPA: 3.94)

University of Central Florida, 2019 – 2021

- Publications: The Hidden Secrets of Historical Artistry (Burnett Honors College at UCF)
- Clubs/Organizations: President/Founder (2)
- Roadmap Writers Internship Pioneer
- Cum Laude Honors Distinction
- "Outstanding Screenplay" and "Outstanding Creative Project" Award (Thesis)
- Burnett Honors College Scholarship Awardee