

Jacqueline Letkowski

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EXPERIENCE:

Offices of Mike Michalowicz/Profit First Professionals

Email Marketing Specialist

- Edit/Proofread Email Marketing Templates
- Send out initial marketing emails to prospects
- Maintain database of current leads
- Follow-up with interested parties, and hot leads

Mountain Lakes, NJ

May 2015 – Current

JOSUBU Productions (Freelance)

Producer/Writer

- Oversee multiple video productions simultaneously from pre-production to post production phases
- Correspond with high-end clients on an everyday basis
- Help craft scripts
- Production Office Management
- Communicate tasks clearly & effectively to in-house editors
- Aid in the hiring of freelance/part-time staff

Nutley, NJ

June 2015- October 2015

Jerrick Media (Freelance)

Video Production Manager/Copy Writer

- Delegate Tasks to the cinematographers/editors, track progress (Google Sheets)
- Schedule-out videos to be published on 5 different verticals/websites (WordPress)
- Ensure that videos are properly tagged and titled on our third party cloud server (BrightCove)
- Treat/Create Copy for the videos; Write articles that correlate with the videos, and have web writer insert shopping elements (WordPress)
- Produce/Coordinate organic videos created on-site in the green screen room (Casting, storyboard, scriptwriting, etc.)
- Attend meetings to keep executives abreast of the video play analytics (BrightCove)
- Create list of videos to be promoted via Social Media to the Social Media Manager (Google Sheets)

Englewood, NJ

February 2015 – April 2015

Public Relations Firm (Confidential)

Manager/PR Associate

- Track press coverage and create Press Clippings
- Keep track of employees' hours, by client, and input them into Sage 50
- Print coverage reports by client, hours, & employee (using Sage, Cision, & Starta)
- Track expenses and print expense reports
- Track and send invoices to clients
- Update company website with newly created clips using Wordpress
- Copy write/update clients' social media pages
- Update media contacts in Cision
- Update client & vendor contacts in Starta
- Ad hoc office manager, personal/executive assistant duties

Livingston, NJ

September 2014 – February 2015

Offices of Mike Michalowicz

Personal Assistant/Coordinator

- Schedule Mike's appointments (mainly using Google Apps)
- Coordinate travel arrangements and/or upcoming media events (interviews, T.V. appearances, etc.)
- Edit blogs, draw illustrations, and scan/upload them to his website via Wordpress
- Promote Mike's articles and upcoming media appearances via Hootsuite
- Upkeep Mike's contact list (using multiple CRM's)
- Package & ship Mike's books (orders come through Amazon)
- Monitor phone conferences

Mountain Lakes, NJ

November 2013 – July 2014

Butter Tree Studios*Executive & Marketing Assistant/Production Coordinator***East Hanover, NJ**
January 2013 – June 2015

- Search and pitch business opportunities to prospective clients
- Conduct market research
- Assist with current and upcoming production projects
- Schedule production sessions
- Create and distribute invoices
- Submit equipment rental requests

Neveys Productions*Producer/Actress (freelance)***East Hanover, NJ**
April 2011- Present

- Work behind the scenes on the website (collegcooking.com) as a: casting director, social media manager, storyboard artist, development associated, screenwriter, scheduler, etc.

East Coast Professional Wrestling (ECPW)*Producer/Interviewer (freelance)***Lake Hiawatha, NJ**
March 2013 – June 2013

- Record pre-taped backstage interviews with ECPW wrestler/actors for public broadcast television
- Collaborate with the wrestlers and producers to generate ideas for on-air content

Nickelfish Productions*Producer/Quality Assurance***Mendham, NJ**
April 2011- May 2012

- Ensured the quality of production company assets such as websites, mobile applications, and designs
- Created test cases to assist the developers in correcting outstanding errors
- Assisted executive/senior producers with project content (i.e. writing, proofreading, content upload, copywriting, etc.), HTML layout adjustments, reformatting videos for web/mobile applications

Reelife Media*Production Manager***Carlstadt, NJ**
July 2010- February 2011

- Assisted with post-production editing; logging/capturing footage, DVD creation/dubbing, media storage
- Coordinated and wrote video-shoot scripts for high-end clientele & events
- Managed the office; attending to the duties of an executive assistant

CM Marketing Group*Director/Cinematographer (freelance)***Santa Monica, CA**
October 2008- June 2009

- Shot and edited promotional videos for clients' websites
- Met with the clients and producers to discuss clients' target needs

Cosgrove-Meurer Productions*Post Production Assistant/Receptionist***Burbank, CA**
April 2008 – February 2010

- Assisted with post-production paperwork (tape logs, wrote captions, etc.)
- Handled front desk duties including answering phones, maintaining schedules, and introducing clients

Michael Blanks' Body Theory Fitness Center
CA*Assistant Manager***North Hollywood,**
October 2007 – May 2008

- Performed receptionist duties, aided celebrity clientele, answered phones, scheduled payments & balanced receipts at the end of day, handled e-mail correspondence, etc.
- Wrote company policy & trained employees on responsibilities/procedures

ABC/Touchstones Entertainment**Burbank, CA***Casting Assistant/Actress (freelance)*

March 2006

- Interviewed and made casting decisions on prospective actors/actresses
- Worked as an extra and a stand-in for the pilot shoot of the television drama "Hollis & Rae"

ADDITIONAL INFORMATION:

- Writer/Contributor for eHow.com gliving.com, the South Magazine, Identity Magazine (2007-2009)
- Second City – Comedy sketch writing course (Summer 2011)

- Killer Goose Films - Performed as the lead actress in the science-fiction film short “Redistribution” (currently on the festival circuit)
- Gamerhub.tv – Worked as a host/writer/producer; created content for an online video gaming community, and performed celebrity interviews at red carpet events (WWE, Cheech & Chong, Half the Sky charity gaming event, etc.)
- Performed as the lead actress for the web series “Wake ‘n’ Bake” on collegecooking.com

AWARDS/RECOGNITION

- Assistant Director on the short comedy “Crotchless” which has been nominated in several film festivals including the New York Film Festival (2011).
- Winner of a screenplay pitch contest sponsored by pitchq.com (July 2009)
- Script supervisor & actress in student film “The World Outside”(2005).
 - Winner – HBO Best Student Film Award at 2006 Savannah Film Festival.
 - Winner – Best Picture, Best Production Design, Best Editing, Best Sound Design 2005 SCAD Student Film Showcase. Film also shown at Hatch Audio/Visual Arts Festival in Bozeman, Montana and at Comi-con in Atlanta.
- Script supervisor for short film “Theodore”.
 - Winner at Bluegrass independent Film Festival.
 - Official Selection at the Martha’s Vineyard African American Film Festival.
 - Showcased in more than 8 other international film festivals.
- Dean’s List - Savannah College of Art and Design.
- NIAF Artist Scholarship (2001).
- Accepted for internship position at Artisan Studios.
- Offered the “Promising Artist Scholarship” by the University of the Arts in Philadelphia (2001)
- Poetry.com merit award and published works.

SKILLS

Experience with the following software: Google Office Apps, Wordpress, Hootsuite, Word, Excel, Entourage, Zoho, Insightly, Powerpoint, Filemaker Pro, Drupal, AccountEdge Pro, Moviemagic Screenwriter, Moviemagic Budgeting/Scheduling, Final Draft, Photoshop CS3, Final Cut Pro, iCoolsoft Video Converter, Handbreak, Total Video Converter Pro, and familiar with Protools

Additional Skills: creative writing (screenwriting, editorial, “how-to” articles, etc.), drawing, acting, filmmaking, singing, and child-care.

EDUCATION

Syracuse University (Syracuse, NY)– Attended fine art classes for college credits (drawing, photography, painting, sculpting, and graphics)

Savannah College of Art & Design (Savannah, GA)- Bachelor of Fine Arts; Major: Film/Television; Focus: Screenwriting/Creative

Second City Improv Comedy School (Hollywood, CA)- Attended comedy writing workshops