

JESS LAUREN

PRODUCTION ASSISTANT

Oklahoma City ● 510.617.3799 ● Jess.Lauren.film@gmail.com

Recent graduate of the OFTA Set Ready Film Course. Upbeat and unshakable creative; a growth and detail-oriented professional. Both an artistic and administrative skill set with eagerness to learn, apply, and take action. Highly communicative; possess effective and unique trouble-shooting skills. Empathetic, goal-oriented, and incredibly proactive. Willing to travel wherever needed.

CREDITS

A THREESOME WITH DEATH Key Make-Up Artist Directed By: Digant C Kasundra
Short- Scary Cow Productions, 2019

HOTEL MAÑANA Key PA/Background PA Written and Produced By: Frank Gaydos
Pilot- San Miguel de Allende, Mexico, 2017

I was brought on to assist the Producer with casting of extras, and became Key PA during day shoots. I assisted with set dressing, and took on the role as Background PA for the remaining of the evening shoots. I reported directly with the Producer/Writer.

EDUCATION

2020 ● Set Ready Course ● Oklahoma Film and Television Academy
2015 ● Groundswell International Theatre Intensive for Directing ● San Miguel de Allende, Mexico
2010-2011 ● Company Management Internship ● La Jolla Playhouse
2010 ● BA Arts Management/Theatre Performance ● University of Wisconsin- Green Bay

OTHER WORK

Ten year theatre professional as a stage actor, director, producer, make-up artist, dancer, and musician. Eight years professional office management and executive assistant. Four years in Commercial Real Estate in the San Francisco Bay Area; Property Management Professional. Marketing, customer service, travel coordination and booking, company management, stage directing and stage management proficiency.

SPECIAL SKILLS

●ADMINISTRATIVE

Eight years Senior Executive Assistant and Office Management
Google and Microsoft Suite Professional + ask for full IT breadth
Fundraising
Adobe Creative Cloud
Typing Speed: 75 WPM
Travel Coordination, +Personal Driver
Squarespace and WordPress Professional (HTML and CSS)
Freelance Publicist
Social Media + PR; Facebook apps +Twitter
Accounts Payable, Accounts Receivable
Both MAC and PC fluent

●EVENT/THEATRE PRODUCTION

Assistant Stage Management; +basic power tool/lighting
Assistant Directing; +Fight Call Captain +Run crew manager
Directing/Producing
Freelance Special FX Make-Up Artist
Company Management
Sketch Comedy Acting, Editing, Writing, Directing
Properties Management; weapon handling,
Cast Wrangling; Child, Adult and Animals
Ballroom Dance; Choreography; Salsa Professional
Professional Vocalist and Composition- Mezzo Soprano
Fashion/Costumery Stylist +Jewelry

●CPR Certified ●Union COVID Policy compliant ●Can lift up to 40lbs ●Beginner Spanish, Intermediate French

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EVENT AND THEATRE PRODUCTION

PROJECT GLAMOUR Guanajuato International Film Festival 2017	Assistant Stylist	Head Stylist: Victor Hugo
CUPCAKE IN A CHOCOLATE BOX San Miguel de Allende, Mexico 2017	Director/Producer	Vigilante Productions
TEATRO BORRACHO San Miguel de Allende, Mexico 2017	Director/Producer	Vigilante Productions
THERAPY DOG San Miguel de Allende, Mexico 2017	Director	Player's Workshop Productions Produced By: Michael Gottlieb
CALLBACKS San Miguel Playhouse, 2017	Assistant Director	Directed By: Harold James Dean
LITTLE SHOP OF HORRORS Ray of Light Theatre Company, 2016	Assistant Director	Directed By: Jason Hoover
THE VILLAGE BIKE Shotgun Players, 2016	Assistant Director	Directed By: Patrick Dooley
MACBETH Marin Shakespeare Company, 2011	Assistant Stage Manager	Directed by Lesley Currier Stage Manager: Sabrina Kniffen
THE COMPLETE HISTORY OF AMERICA (ABRIGED) Marin Shakespeare Company, 2011	Assistant Stage Manager	Directed by Robert Currier Stage Manager: Sabrina Kniffen
THE TEMPEST Marin Shakespeare Company, 2011	Assistant Stage Manager	Directed by Robert Currier Stage Manager: Sabrina Kniffen
BOOKING DANCE 2010 Fringe Festival, Edinburgh, Scotland	PR Director & Assistant Director	Directed By: Jodi Kaplan