

JENNIFER PATTERSON

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EXPERIENCE

BRITISH FILM COMMISSION, Los Angeles, CA 11/12 – present
Executive Assistant to Executive Vice President Production and Senior Vice President, U.S. Partnerships

- Provide full administrative and personal support to 2 executives; handle phones and roll calls, manage calendar and organize meetings while facilitate domestic and international travel; coordinate air, hotels and transportation for U.S. team and international visitors with detailed itineraries.
- Manage day to day running of local office, generate expense reports and serve as point of contact for information and research management; log, follow-up and provide support, information and advice for all relevant inquiries.
- Assist in coordination of all British Film Commission events including, sourcing and booking venues and coordinating catering, accommodations, service needs, invitation lists, promotional materials, in addition to maintaining files.

FX NETWORK, Los Angeles, CA 11/10 – 11/12
Office Production Assistant, On-Air Promotions

- Assisted On-Air Promotions, Marketing, Production and Development Departments, managed and delivered materials (vault, DVDs, hard drives, other deliverables), assisted and coordinated with vendors and other outside sources and supported Coordinators, Producers, Editors, executives, Directors.

BURRUD PRODUCTIONS, Los Angeles, CA 10/09 – 11/10
Production Assistant/Runner

- Provided clerical and administrative support at production firm specializing in reality production; handled phones and managed reception, generated correspondence and assisted with deliverables and light accounting.
- Logged and captured, digitized, and delivered footage/hard drives/DVDs for editors, aided in organization of treatments, proposals, and archives and performed research and data entry while assisting Coordinators, Producers, Editors for shows and projects.

THE FILM DEPARTMENT, Los Angeles, CA 3/09 – 6/10
Intern

- Read scripts and provided coverage, organized submissions and assisted with office projects with senior staff.
- Assisted with rolling calls, backing up reception, maintaining files and photocopying.

YU+CO, Los Angeles, CA 11/08 – 1/09
Sales/Production Assistant

- Coordinated and manage status reports with Producers, sales and Coordinators, managed client rolodexes and databases, scheduled meetings, screening and travel and generated correspondence.

FREELANCE PRODUCTION, Los Angeles, CA; Pittsburgh, PA 9/07 – 6/09
Assistant Director

- Managed logs and reports, organized budgets and schedules and generated daily correspondence for non-union productions. Assisted with production meetings, secured and coordinated location, talent and extras. (9/07 – 3/09)

Set Production Assistant

- Fulfilled needs and problem solved and completed accurate reports; expense reports, camera logs, production, union, etc. Assisted with lighting, crowd control, equipment management production runs and set dressing. (8/08 – 6/09)

EDUCATION:

Pennsylvania State University, University Park, PA

BA Film and Video Minor: English

May 2008

SUMMARY OF QUALIFICATIONS: PC/MAC proficient: Windows XP/8/10; Mac OS Maverick/Yosemite/El Capitan; Microsoft Word, Excel, PowerPoint, Final Cut Pro, Final Draft, FileMaker Pro, InEntertainment, Now Contacts, EP Movie Magic and Scheduling, Photoshop, iPhone, Outlook and Internet savvy. Exceptionally well organized, an outstanding work ethic and forward thinking; able to anticipate needs. Pays meticulous attention to detail without losing sight of the big picture, accommodating and strong interpersonal and communication skills. Takes pride in a job well done, a team player and systems driven for greater efficiency. Considered the “go to” person of an organization, thick skinned and focused under pressure.