

Jessica M Janoski

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Production Assistant

Bloomberg's The Mentor 2, Gouldsboro PA November 2011
Wal-Mart Corporate Video, Philadelphia PA June 2011
Restaurant Impossible – La Stanza, Philadelphia PA May 2011

- Performed runs for Production Coordinator
- Handled petty cash and receipts
- Transported crew to locations and airport
- Completed runs for craft services
- Assisted Gaffer in rigging and striking lights
- Faxed and copied important documents for Producer

Equipment Room Support Technician

Drexel University, Philadelphia PA September 2007 to May 2011

- Tracked and logged rentals and returns
- Scheduled room reservations and equipment pick-ups and returns
- Educated students on how to operate equipment
- Answered telephonic inquiries

Internships

Keystone Pictures, Philadelphia PA March to September 2010

- Grippled and PA'd on over 10 shoots, including "Golf of America" and "My First Sale"
- Logged and Digitized footage and organized shot tapes.
- Assisted equipment manager with setting up rentals for television shoots
- Ran camera tests on Sony F800, Sony EX1, Panasonic HDX and SDX

The Best and the Brightest Movie LLC, Philadelphia PA May to July 2009

- Directed calls and answered inquiries
- Assisted Production Coordinator with travel arrangements
- Performed runs to set, making deliveries to various on set departments from office
- Wrote purchase order forms for credit card purchases

Education and Awards

Drexel University, Philadelphia PA
Bachelor of Science: Film and Video June 2011
Minor: Communications
Dean's List
Overall GPA: **3.57**
Graduated Cum Laude
Nominated for Co-operational Education Award March 2011

Skills

Final Cut Pro | EP Scheduling | EP Budgeting | MS Office Suite | Adobe Photoshop | Adobe Illustrator

Movie Magic Screenwriter | Valid Drivers License