

JENNIFER O'DONNELL

odonnell.jennifer.88@gmail.com

• Los Angeles

• Mobile (508) 287-6031

PRODUCTION EXPERIENCE

- “**Outlaw**” (Oscar Mike Fox Trot, LLC) – Location Assistant Sept-Oct. 2013
- “**Unbelievable**” (Archangel Films, LLC.) – Craft Services Sept. 2013
- “**Opening Night**” (StandingO, LLC) – Line Producer July-Aug. 2013
- “**Trigger**” (Chapman Film Entertainment) – Assistant Production Accountant March-May 2013
- “**The Oath**” (short) – Producer – selected choice of the LA Shorts Fest. April 2012-Present

STUDENT SHORT FILM EXPERIENCE

Producer/UPM (10+ short films): Scouted locations, negotiated contracts, films produced under the SAG short film agreements, organized casting sessions and made casting decisions, created budgets ranging from \$10,000-\$35,000, managed on set production 2009-2013

ADDITIONAL EMPLOYMENT

- Thinkfactory Media**, West Hollywood, CA - Development Intern 2012
 - Executive support and researched for new reality shows, rolled calls
- Plymouth Rock Studios**, Plymouth, MA - Bookkeeping Intern 2009
 - Startup film production company, general accounting duties, organize and assist Controller and CFO with accounts payable and accounts receivable, reconcile bank statements monthly for main company and 6 subsidiary companies, create, update, and print monthly cash flow projections and weekly intern paychecks for 25 interns, create 2008 IRS tax returns
- Chapman University Dodge College of Film and Media Arts**, Orange, CA - Graduate Assistant 2011-2013
 - Coordinate student events for Alex Rose, producer of *Norma Rae*, *The Other Sister*, and *Overboard* and Barbara Doyle, Professor and Film Division Chair
- Polar Design**, Woburn, MA, Bookkeeping Intern 2008-2009
 - Create invoices, make bank deposits, update QuickBooks, reconciling overdue accounts receivable and payable, reconcile bank statements and credit cards over 1 year overdue

SKILLS/AWARDS

EP/Movie Magic Budgeting and Scheduling, Global Vista Accounting System, Microsoft Office Suite, Final Draft, Adobe Masters Suite, Final Cut Pro, AVID, iMovie, Pinnacle Studio, Quickbooks

2012 Entertainment Partners Award for Excellence in Production, 2010 English and Media Studies Community Award

EDUCATION

- Chapman University**, Orange, CA 2013
 - MBA/MFA Joint Program, Business and Film and Television Producing
- Bentley University**, Waltham, MA 2010
 - BS, Accountancy and Media, Arts, and Society