

Jennifer Martucci • <http://jenmartucci.wordpress.com> • jenmartucci@gmail.com • 206.395.8536

To Whom It May Concern:

My name is Jennifer Martucci, and I believe I'm the perfect candidate for an Office Production Assistant position. I thrive in active, ever-changing environments and I'm a creative and analytical thinker, enabling me to problem-solve in high stress situations. I have been passionate about filmmaking and television production for years, and my education at Savannah College of Art and Design has given me an excellent foundation for working in this industry. My background in teaching and sales has honed my strong communication and organizational skills, and my work with robotics organizations has given me valuable production experience with putting on live events for a large audience. I am very detail-oriented and excel at taking pieces of information and fitting them into a much bigger picture.

- As a Judge Advisor Assistant for FIRST (For Inspiration and Recognition of Science and Technology) competitions I managed information and people on a strict schedule. In this key volunteer position I was responsible for tracking and communicating detailed scoring data, and liaising between the organizers, teams, and judges about the schedule for events hosting between two and four thousand people.
- While attending Savannah College of Art and Design, I wrote and directed two short films that were granted entry into film festivals. As the creative leader of *Eulogy*, a narrative film I wrote, directed, and produced, I secured locations and set pieces and managed schedules for crew and talent. When none of my scheduled background showed, I was able to source new background on an hour's notice and creatively restructured shots to produce an even better result. *Eulogy* was an official selection of the Sacramento Film & Music Festival (2012) and the South Dakota Film Festival (2012).
- As a sales associate at Victoria's Secret, I learned how to successfully interpret clients' desires and speak candidly and discretely with them about sensitive topics. My priority was making them comfortable with me and themselves, and I am proud to say I secured many satisfied, repeat customers.
- Most recently, I taught English at G-Star School of the Arts, a film and performing arts high school in West Palm Beach, Florida. I made it my mission to foster my students' critical thinking and analytical abilities by teaching them to focus on details and facts in solving puzzles and finding evidence for arguments in articles and literature. I managed large amounts of paperwork and confidential student data as a teacher, and I communicated with parents and administration about progress throughout the year.

This varied background has taught me to adapt to sudden changes and work quickly, thinking up creative, efficient solutions to problems at a moment's notice. I can communicate specific, sensitive data clearly and discretely, and I have experience engaging with a wide variety of people and organizations. I have a reliable car and my own electronics such as a laptop and smartphone.

Please see my resume for more information about my work history and volunteer experience. You can reach me by phone at 206-395-8536 or by email at jenmartucci@gmail.com. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Jennifer Martucci

Work Experience

G-Star School of the Arts

2013 – Present • West Palm Beach, FL

High School Honors English Teacher, ages 16-18

- I brought a unit on Sherlock Holmes into my classes to engage my students in a high level of critical thinking while exposing them to great literature. As G-Star is a film and performing arts school, I fostered my students' ability to analyze and deconstruct stories and characters by leading them through group activities and discussions in which we compared the story structure to stage and screen adaptations. I did this for each book that we studied, including works by F. Scott Fitzgerald and William Shakespeare.
- I taught classes on Critical Thinking, Study Skills, College Readiness, and Career Research, which focused on practical learning, test-taking, and researching skills. I conducted mock interviews for jobs and colleges researched by my students, and guided them in broadening their logical thinking abilities, breaking down complicated projects into manageable steps to ensure their success.

YES! Youth Engaged in Science

2012 • Atlanta, GA

Robotics Summer Camp Teacher, ages 6-9

- I guided students through building LEGO® models from diagrams during the week-long summer camps. I taught the students a pictographic programming language to make their figures move or make noise in response to stimuli. I instructed them on the basics of simple machines, including levers, gears, motors, sensors, and how machines work.

Copy Editor

- I proofread and edited successful grant proposals, promotional materials, press releases, and website copy for YES! Youth Engaged in Science on strict deadlines. I rewrote the materials as needed for various uses and developed a consistent brand voice in the language and formatting of these materials.

Short Films

2008 – Present • Seattle, WA / Savannah, GA

Writer/Director

- *Eulogy* (2012) • I wrote and directed this short film and had creative control over every aspect. I led a small cast and crew, delivered drafts and preliminary cuts on schedule, and completed the film under budget. In addition to screening at the Savannah College of Art and Design Senior Showcase, *Eulogy* was an Official Selection of the Sacramento Film & Music Festival (2012) and the South Dakota Film Festival (2012).

Writer

- *Saving the Savannah* (2011) Directed by Danika Burt • I researched the subject and formulated an outline for this short documentary about the Savannah River. I collaborated with the Director and Cinematographer and put together lists of interview questions, worked closely with the Editor to craft a cohesive story from the resulting footage, and wrote the final script for narration. *Saving the Savannah* was recognized by the Gray's Reef Ocean Film Festival in 2011 and granted the Emerging Filmmaker Award.

Washington FIRST (For Inspiration and Recognition of Science and Technology) Robotics

2006 – Present • Seattle, WA

Core Values Judge, Research Project Judge for FIRST LEGO® League (FLL), ages 9-14

- I evaluated groups of students for their ability to collaborate and work as a cohesive team. I gave the students a task and observed their approach to problem-solving, communication, leadership, and distribution of work. I asked guiding questions about problems they had in working together and how they solved those problems in order to give them valuable feedback and to recognize their achievements as successful teams.
- I listened to oral presentations given by the teams and then questioned the students about their research projects. I evaluated the depth of the students' research as well as their presentation skills, including the creativity and professionalism of their delivery, to guide them in producing high quality and sound research.

Scorekeeper/Field Power Controller for FIRST Robotics Competition (FRC), ages 14-18

- I controlled the Field Management System during the regional competitions in Seattle and South Florida. In addition to managing the power to the robots on the field, I generated schedules, confirmed and handled scoring data, and worked closely with the Head Referee in ensuring the fairness of the game.

Education

Savannah College of Art and Design • Savannah, GA

Bachelor of Fine Arts, Magna Cum Laude • 2012

Majors: Dramatic Writing, Film & Television

Minor: Creative Writing

Bellevue College • Bellevue, WA

Associate of Arts and Sciences with Distinction • 2008

Focus: Movie Making

Skills

Programs: Microsoft Office (Word, Excel, Outlook), Final Draft, Movie Magic, Final Cut Pro, AVID Media Composer

Proficient on both Mac (iOS 7, OSX) and PC (Vista, Windows 7, Windows 8), 80+ WPM typing speed

Jennifer Martucci • <http://jenmartucci.wordpress.com> • jenmartucci@gmail.com • 206.395.8536

Film/Television/Theatre Experience

Assistant Director

Curious Rendezvous (Short Film) • 2012

Written & Directed by Sam Collura
Screened at Savannah College of Art and Design Senior Showcase

The Lion and the Unicorn (Short Film) • 2011

Written & Directed by Benjamin A. LaRiviere

Camera Operator

Production Assistant

WJCL/Fox20 The Coastal Source

2010 • Savannah, GA

Video Archivist

Renton Civic Theatre

2004 – 2007 • Renton, WA

Theatre Intern

Renton IKEA Performing Arts Center

2004 – 2005 • Renton, WA

Production Assistant

White Knuckles (Music Video) • 2010

Music Video for OK Go, directed by Trish Sie
Featured on The Ellen DeGeneres Show
Available on OK Go's official YouTube channel

Of Yesterday and Tomorrow (Short Film) • 2009

Written & Directed by Michael Korolenko
Accolade Award Winner, 2009

Location Sound

Hope (Short Film) • 2008

Written & Directed by Jordan Taylor
Screened at the Celluloid Bainbridge Film Festival

Camera Operator

Interviewer

Segment Editor

Puget Sound Access, Public Access Channel

2005 • Kent, WA

Writing/Editing Experience

Writer

When Love Fails (Novel) • 2012

Co-Written with Sarah Hall
Currently seeking publication

Copy Editor

The Jibsheet, Bellevue College Newspaper

2008 • Bellevue, WA

Sales/Retail Experience

Sales Support Associate

Victoria's Secret

2012 – 2013 • Tukwila, WA

Volunteer Experience

Washington FIRST Robotics / South Florida FIRST Robotics

2006 – Present • Seattle, WA / Fort Lauderdale, FL
Event Judge for FIRST Lego League (FLL), ages 9-14
Scorekeeper for FIRST Tech Challenge (FTC), ages 14-18
Scorekeeper for FIRST Robotics Competition (FRC), ages 14-18
Judge Advisor Assistant for FRC
Event Videographer for FLL and FRC

Seattle International Film Festival

2013 • Seattle, WA
Concierge for Invited Guests
Venue Crew

Renton IKEA Performing Arts Center

2004 – 2007 • Seattle, WA
Lighting Operator
Sound Operator
Copy Editor
Stagehand
Usher

Seattle Out and Proud

2013 • Seattle, WA
Parade Announcer Assistant

Awards and Recognitions

Invited: The New South Young Playwright's Festival
Horizon Theater; Atlanta, GA • 2011

Recognized on the Dean's List
Savannah College of Art and Design; Savannah, GA • 2008 – 2012

Invited: Phi Theta Kappa Honor Society
Bellevue College; Bellevue, WA • 2008

Awarded Academic and Artistic Scholarships
Savannah College of Art and Design; Savannah, GA • 2008 – 2012

References available upon request.