

Jennifer Hatcher

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Production Assistant

EXPERIENCE:

Production Manager **CSA Film Shorts** **Atlanta, GA**

- Managed the production team.
- Met with the producer and senior production staff to examine scripts or shooting schedule.
- Assured that the production was running smoothly and reported any issues to the producer.

Assistant Director **Blue Shade** **Atlanta, GA**

- Coordinated all production activity, and supervised the cast and crew.
- Created the filming schedule.
- Maintained film timing and controlled the discipline on the set, and oversaw the preparation of the daily 'call sheet.

Office PA (Intern) **Open Rivers Pictures** **Atlanta, GA**

- Assist with social media marketing campaigns for various projects
- Assist with company workshops and expo
- Assist with inbound and outbound communications

Art Dept. PA (Intern) **Saints & Sinners (Bounce TV)** Atlanta, GA

- Assist with designing sets for show production.
- Assist with redressing set after filming scenes.
- Assist with props.

Marketing Coordinator (Temp) **Larry Flynt Productions** **Los Angeles, CA**

- Monitor budgets by comparing and analyzing actual results with plans and forecasts.
 - Conduct extensive media outreach.
 - Prepare marketing reports by collecting, analyzing, and summarizing sales data.
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EDUCATION:

B.A. Marketing **The Art Institute of Philadelphia** **Philadelphia, PA**

- Honor Graduate (Cum Laude) with 3.6 overall G.P.A

Certificate **PA Bootcamp** **Atlanta, GA**

- Set & Office PA intensive workshop

Certificate **Open Rivers Pictures** **Atlanta, GA**

- Set PA intensive workshop
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SKILLS

- Advanced Computer Skills
- Working Knowledge of Scenechronize
- Working Knowledge of MovieMagic
- Walkies and 10-Codes
- Working Knowledge of Cision
- Strategic Planning
- Special Events Planning
- Researching Skills

***Excellent References Upon Request**