

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Innovative Director and Producer bringing comprehensive background in media and the film industry. Builds high-performing teams with an eye for creating innovative and entertaining pieces with commercial appeal.

SKILLS

- Adobe Premiere Pro
- Adobe Photoshop
- Adobe After Effects
- Adobe Audition
- Final Cut Pro
- Digital video production process
- Videography
- Audio recording
- Exporting video files

WORK HISTORY

- 10/2014 to Current **Digital Media Editor**
Te Connectivity Ltd – New York City, NY
- Edit event audio and video with a quick turn around for digital consumption.
 - Plan, produce and edit educational videos for external and internal purposes.
 - View event presentations, isolate important excerpts, and write copy to introduce the video clip.
 - Curate a media archive
 - Developing new media products
- Current to Current **Director of Operations**
Iheartmedia, Inc. – Dallas, TX
- Worked closely with and developed relationships with members.
 - Drove membership enrollment.
 - Developed and implemented new payment and billing systems.
 - Created and managed employee assignments and scheduling.
 - Worked closely with independent contractors.
 - Created and updated various systems used by staff and members.
 - Developed and maintained social media presence and managed advertising campaigns.
- 2012 to Current **Partner/ Creative Director**
Ampersand Productions
- Create and pitch ideas to prospective clients.
 - Work closely with clients to develop concepts.
 - Stay within tight budgetary restrictions.
 - Scout suitable filming locations.
 - Hire cast and crew.
 - Develop efficient shooting schedules.
 - Utilize professional camera, audio, and editing equipment.
 - Build and maintain social media presence and develop web content for company website.
- 2012 to 2013 **Producer**
Alis Volat Propriis & Coffee
- Worked with writers to fine tune screenplays while bypassing technical and/or financial limitations.
 - Developed strong bond with client resulting in a productive, and ongoing professional relationship.
 - Worked closely with director to develop and adhere to a strict shooting schedule.

EDUCATION

2009 **Bachelor of Science: Film & Media Arts**
Temple University - Philadelphia, PA