

# JILLIAN B. ENTENMAN

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## EDUCATION

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- **New York University, Tisch School of the Arts, BFA Drama** May 2013  
Coursework at Stonestreet Studios (NYC) and Atlantic Theater Company (NYC)
- **The Royal Academy of Dramatic Art** Spring 2012

## RELEVANT EXPERIENCE

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### INDUSTRY

**Production Assistant, Robinson Films, Inc., New York, NY** August 2013-Present

- Supported Production Coordinator on set for fast-paced commercial production, independent film production and the Turner Classic Movie Channel starring Robert Osborne
- Rotated through various departments and provided assistance to talent and crew: handled greeting and departure of talent, dietary and comfort needs, an extra hand wherever needed
- Carried out imperative production runs in a speedy and efficient manner
- Prepared and obtained time cards and payroll for all people on set, handled NY State Tax Exemption forms for vendors, and managed Kraft Services; audited petty cash for Producer, Production Manager and Production Coordinator

**Production Assistant, New York Film Academy, New York, NY** April 2012

- Assisted in the Art Direction department with set dressing and creation; ran for equipment/props
- Helped out additionally, clean/set studio, ran lines with talent, stood in for talent, Kraft services

**Administrative Intern, The Oil Lamp Theater Company, Glenview, IL** June 2012-September 2012

- Secured sponsors and donors, represented theater at community outreach meetings
- Hosted events, handled publicity; secured music and rights for performances
- Constructed set, designed set, set up lights, restructured former restaurant space into a theater, decorated, cleaned and organized space
- Handled mail, errands, managed website and tickets sales

**Administrative Intern, Naked Angels Theater Company, New York, NY** June 2011-September 2011

- Organized fundraising materials, managed financial documents, organized press materials, and restructured and reorganized the filing system
- Researched and found potential donors and sponsors and assessed the likelihood of their ability to donate to the company.
- Answered phones, handled mail and email, ran errands for food/equipment

## ADDITIONAL EXPERIENCE

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### CHARITY/PHILANTHROPY

**Assistant Teaching Artist, Apple Arts NYC, New York, NY** March 2013-Present

- Worked one on one with underprivileged children in Manhattan to inspire and cultivate their self esteem through art education; adapted programs based on children's needs
- Photo and video documentation for social media; analyzed and reported on weekly accomplishments; ran errands; prepared supplies

## ADDITIONAL SKILLS

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- Microsoft Word, Microsoft Excel, PowerPoint, 85 WPM, HTML, Social Media (Twitter, Facebook, etc.)
- CPR and Lifeguard Certification, Proficient in German, Canvasser for Presidential and Congressional Elections, Improvisation, Knowledge of Wines and Spirits
- Interests: documentary filmmaking, the outdoors, political journalism, sailing , traveling