

Jessica Horrigan
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Education

Arizona State University, Tempe, AZ
School of Letters and Sciences
Bachelor of Science in Interdisciplinary Studies: Business/Film
Graduation: May 2014

Professional Experience

Producer's Assistant – May 2016 to Present

- Organize and coordinate the fine tuning of scheduling meetings/conference calls
- Drafted letters, carried out key tasks, and liaise between the Producer and other assistants
- Exercised good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills
- Maintained a realistic balance among multiple priorities all while working under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Allied Integrated Marketing Intern (Warner Brothers and 20th Century Fox)

- May 2013 to August 2014
- Grassroots marketing for studio films, report writing, and special event organizing
- Coordinated seating arrangements for Summit Entertainment's *Divergent* special screening event, where special guests Miles Teller and Jai Courtney were present
- Assisted a Meet and Greet with Jake Johnson and Damon Wayans Jr. for 20th Century Fox's *Let's Be Cops* and Q&A with the stars and director(Luke Greenfield) of the film;
- Assisted a Q&A with Marlon Wayans for Open Road Films' *A Haunted House 2*
- Organized promotional contests and events for Warner Brothers' *Gravity*, *The Hobbit: The Desolation of Smaug*, *Grudge Match*, and *300: Rise of an Empire*

Phoenix Film Festival Intern - January 2013 to April 2013

- Archived and formatted previous festival winners
- Provided general office support and used excel in daily office work tasks
- Critiqued competition films such as *Howard Cantour.com* directed by Shia LaBeouf

Victory Angel Films L.L.C. Production Company Intern - June 2012 to September 2012

- Office work on feature films and learned basic to advanced producing skills.
- Provided script coverage and reality television research

Tresona Music Videographer – August 2010 to December 2010

- Assisted video shoots of concerts and musicals
- Operated cameras and handled camera set ups
- Coordinated archiving and compressing of files and footage

Awards

- 2nd place winner for Paramount Pictures *Super 8* Arizona State Film Contest (June 2011)
- 1st place Student Television Network – Sweet 16 Short Film Competition (May 2010)

Skills

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| • Bilingual (English/Spanish) | • Detail Oriented |
| • Proficient in Microsoft Word/Excel | • Works well under time constraints |
| • Excellent Communication | • Able to manage multiple projects simultaneously |