



Jessica Johnson

www.jessicajeannejohnson.com ♦ 775-297-6884 ♦ jjj.jessicajohnson@gmail.com

Experience

Ubisoft Film & Television | Culver City, CA

September 2019 - Present

Office Administrative Assistant & Script Coverage Intern

- Cover desks for high level executives, roll calls, and assist in scheduling and office operations as front desk receptionist
- Compile lists of industry talent, box office results, and popular content
- Write coverage and provide notes on available scripts, books, and writing samples

Hero Theatre | Los Angeles, CA

June 2019 - Present

Coordinator of Special Projects & Community Liaison

- Establish community partnerships with local organizations, businesses, and universities
- Edit grant applications for the funding of theatrical productions
- Assemble complementary tickets and travel arrangements for underprivileged communities to attend new productions

Dodge College of Film & Media Arts | Orange, CA

May 2018 - May 2019

Teaching Assistant

- Assisted seven professors and liaised their respective teaching styles
- Led lectures for over 300 students in weekly film course screenings

Chapman Art Collections | Orange, CA

September 2014 - August 2018

Collections Interpretations & Media Assistant

- Reorganized storage facility using proper art preservation methods
- Researched and wrote text and interpretive materials to accompany exhibits
- Led curatorial outreach activities and tours to local high school groups and university visitors

Cross Creek Pictures | Beverly Hills, CA

September 2015 - December 2015

Office Administrative Assistant & Script Coverage Intern

- Covered scripts and conducted research about upcoming projects
- Provided administrative support including answering phones and other relevant office duties

Film Festival Experience

Damonte Ranch 5Fest

Screener / Judge

December 2015 - October 2019

Stage 32 Short Film Contest

Screener

January - February 2018

Santa Barbara International Film Festival

Accepted to the Film Studies Program

January 2018

Reno Tahoe International Film Festival

Screener/Reader

June 2015, August 2017

Austin Film Festival

Screener

May - August 2017

Education

Chapman University | Orange, CA

Master of Arts in Film Studies - 2019

Thesis: *United Artists and the Founding of the Hollywood Blockbuster Model*

Bachelor of Arts in Film Studies - 2018

Bachelor of Arts in Theatre Studies - 2018

Graduated magna cum laude

University of Auckland | Auckland, NZ

Study Abroad - Spring 2016

Skills

- Public Speaking
- Creative Writing
- Team Leadership
- Project Management
- Script Notes & Coverage
- Answering Phones
- Scheduling
- Facilities Management
- Note Taking
- Digital Marketing

Programs Known

- Microsoft Office Suite
- Adobe Photoshop
- Adobe Acrobat Pro
- PastPerfect, The Museum System
- Campaign Monitor
- Cascade Web Design
- WordPress
- Final Draft
- Google Drive