

JESSICA HERLITZ

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EDUCATION

Northwestern University

Bachelor of Arts in Radio, Television, and Film and Biological Sciences

Evanston, IL

Expected June 2025

Prague Film School

Fall 2023 Narrative Filmmaker Program

Prague, Czech Republic

September 2023 - Dec 2023

- Wrote, directed, produced, and edited 4 short films and collaborated on 15+ other sets during the semester

RELEVANT EXPERIENCE

Stage 29 Productions

Development Intern

Los Angeles, CA

July 2024 – Present

- Analyzed and read TV pilots to provide detailed coverage for development executives
- Evaluated 20+ writer submissions and pitch pages to determine writers who would be a good fit for new TV series
- Revised pitch pages to make them more concise and engaging for an upcoming TV series pitch

Stampede Ventures

Development Intern

Los Angeles, CA

June 2024 – Aug 2024

- Collaborated with other interns to compile current industry trends to send in a weekly newsletter to the company
- Wrote weekly film reviews to be included in the weekly newsletter
- Analyzed and read feature film scripts and books to provide detailed script coverage for development executives

The Daily Show

Production Assistant

Evanston, IL

August 2024

- Assisted in the setup of the backstage for the show's coverage of The Democratic National Convention
- Supported production logistics, moved crew from lodgings to set, and safely transported camera crew around Chicago to gather b-roll

Jessica Herlitz Entertainment (<https://jeh1224.wixsite.com/jhentertainment1>)

Director, Producer, Writer, Cinematographer, Editor

Dallas, TX

2017-Present

- Wrote, directed, produced, filmed, and edited a feature film and 10+ short films, winning 6+ awards
- Organized 50+ actors, 10+ locations, and shooting schedules to ensure smooth film-making processes and crew satisfaction

High Opportunity Neighborhood Partners

Student Intern

Dallas, TX

June – August 2020 and 2021

- Directed, filmed, and edited a corporate video with tenant testimonials and employee interviews to help prospective tenants understand the company's vision, increasing their confidence in the rental process
- Communicated with executives and tenants to ensure the film project represented the company well
- Designed a welcome-tenant packet to help new homeowners become comfortable in their home

LEADERSHIP EXPERIENCE

Applause for a Cause

Gaffer and Sound Mixer

Evanston, IL

September 2022- Present

- Coordinated lighting and sound by positioning equipment and working with director to create the best shots for a film aimed at raising funds for a non-profit organization working to provide educational services for children
- Ensured safety of crew and cast through communication and careful use of heavy and warm lighting gear

Northwestern Club Triathlon

Team Member

Evanston, IL

September 2021- Present

- Led filming of a 4-minute documentary, highlighting team's dynamics and perseverance as well as path to nationals
- Completed Olympic-distance triathlon and attended 3+ practices/week, balancing school and other commitments

ADDITIONAL ACTIVITIES AND AWARDS

Languages/Skills: Avid Media Composer, Adobe Creative Suite, Spanish (conversational), Google Workspace, Microsoft Office, Script Coverage

Awards: Best Student Thriller Short (IndieX), 1st Place Winner (Pegasus Film Festival)