

Jacqueline Wydysch

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WORK EXPERIENCE

Production Assistant | Production Coordinator

Dec. 2019-present

Freelance | Los Angeles, CA & New York, NY

- Coordinated logistics, schedules, and resources to meet production timelines and budgetary constraints, resulting in successful on-time and on-budget delivery of projects.
- Organized and supervised production teams, including hiring and overseeing crew members, managing contracts, and coordinating talent and vendors.
- Assisted in arranging craft services, call sheets, and talent on set.

Festival Coordinator

Sept. 2022-Feb. 2024

Across the Globe Film Festival | New York, NY (remote)

- Optimized marketing and executed an innovative advertising strategy, including website redesign, marketing campaign enhancement, and logo refinement, leading to the acquisition of two fiscal sponsors.
- Spearheaded and designed a digital and printed magazine showcasing diverse filmmakers as well as produced and edited a company commercial utilizing content from the film festival.
- Crafted 15+ impactful blog articles featuring filmmaker interviews to boost audience engagement, driving a 75% increase in website traffic.

Director's Assistant and Head of Production

Oct. 2021-Sept. 2022

Public School Pictures | Los Angeles, CA

- Orchestrated budgetary oversight spanning pre- to post-production phases for a short film, alongside comprehensive management of company financial affairs.
- Led the recruitment efforts for key personnel, including an executive assistant, interns, website developer, and feature film writer, aligning talent acquisition with organizational objectives.

Talent Agent Assistant

Nov. 2021-Aug. 2022

ICM Partners | Los Angeles, CA

- Acted as a liaison between agents and clients, transferring contracts/financial information efficiently.
- Facilitated communication between agents, clients, and industry professionals to ensure smooth workflow and client satisfaction.

EDUCATION

University of Vermont | Burlington, VT

- Bachelors in Film and Television Studies
- Presidential Scholarship