

# Jacqueline Wydysh

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## WORK EXPERIENCE

### Production Assistant | Production Coordinator

Dec. 2019-present

Freelance | Los Angeles, CA & New York, NY

- Coordinate logistics, schedules, and resources to meet production timelines and budget constraints, resulting in successful, on-time, and on-budget project delivery.
- Organize and supervise production teams, including hiring and overseeing crew members, managing contracts, and coordinating talent and vendors.
- Serve as on-set point of contact, managing real-time updates and ensuring continuity across all departments.
- Oversee vendor bookings and deliverables for sound design, ADR, Foley, and finishing sessions.

### Festival Coordinator

Sept. 2022-Feb. 2024

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

- Developed and executed an innovative marketing strategy—including website redesign, campaign enhancement, and logo refinement—resulting in the acquisition of two fiscal sponsors.
- Produced and edited a digital and print magazine showcasing diverse filmmakers, and created a promotional commercial using festival content.
- Authored 15+ blog articles featuring filmmaker interviews, increasing website traffic by 75%.

### Head of Production

Oct. 2021-Sept. 2022

Public School Pictures | Los Angeles, CA

- Managed all aspects of budgeting and financial oversight from pre- through post-production for a short film, while also handling the company's broader financial affairs.
- Led recruitment of key staff including an executive assistant, interns, web developer, and a feature film writer, aligning talent with organizational goals.
- Secured all media opportunities for executive leadership, including podcast interviews, magazine features, and press coverage.
- Strategized and implemented a cohesive public presence across digital and print platforms to enhance brand visibility.

### Talent Agent Assistant

Nov. 2021-Aug. 2022

ICM Partners | Los Angeles, CA

- Acted as a liaison between agents and clients, facilitating smooth communication and transferring contracts and financial documentation efficiently.
- Supported agents in managing high-level industry relationships and daily administrative operations.

## EDUCATION

University of Vermont | Burlington, VT

- Bachelors in Film and Television Studies
- Presidential Scholarship