

JILLIAN KINSEY

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SUMMARY

Entertainment industry professional with extensive experience as a business owner, writer, and executive assistant.

EXPERTISE

Entertainment Industry • Writing • Copy-editing • Administrative Support • Social Media Management • Content Creation • Customer Relationship Management (CRM) • Production Assistance • Acting

PROFESSIONAL EXPERIENCE

Founder & Owner | Red Pen Wench | Remote 2014 - Present

- Founded a small career services business specializing in resume and cover letter writing, LinkedIn profile optimization, interview coaching, outplacement, and job search strategy.
- Teach resume writing and LinkedIn workshops at universities, conferences, and academic honor societies.
- Host the Red Pen Wench YouTube channel, providing actionable, value-driven content for job seekers.
- Hired, onboarded, and trained 3 part-time employees to deliver top-quality resume writing.
- Manage all social media, marketing, and ad campaigns across Instagram, LinkedIn, Facebook, and TikTok.
- Write, design, and send monthly promotional emails to an audience of over 3K via MailChimp and Kajabi.
- Sold over 1.5K original resume templates built for Microsoft Word and Google Docs on Etsy.
- Earned a 5-star rating on Google, Yelp, Upwork, Etsy, Thumbtack, and Facebook; named an Upwork “Top Rated” professional and one of Find My Profession’s Top Resume Writers every year between 2017-2025.

Executive Assistant | Actors 1st | Los Angeles, CA 2019 - 2021

- Collaborated with showrunner/writer Nat Bernstein and Wendy Katzman, CSA on launching Actors 1st, a business providing scenes for actors’ demo reels written by established Hollywood professionals.
- Facilitated several actor roundtable discussions to gain insights on actors’ demo reel needs.
- Assisted in organizing virtual and in-person meetings with Hollywood writers to introduce Actors 1st as a way for them to earn money on shelved pilots and feature scripts.
- Built Airtable database of 100+ scenes; used Breakdown Express to create sides for actors to choose from.

Writer & Editor | Brand New Vows | Remote 2014 - 2015

- Collaborated with 5-10 clients per week on resume, cover letter, and LinkedIn profile writing.
- Provided clients across all industries with career counseling and job interview preparation.

Admissions Assistant | The American Academy of Dramatic Arts | New York, NY 2013 - 2016

- Led campus tours and guided potential students through the entire application process, answering questions about AADA, the overall business of acting, and life in NYC.
- Assisted with running in-person auditions for the conservatory program: scheduled appointments, communicated all audition details, maintained headshots and resumes, ran camera, etc.
- Created regular content for the Academy Admissions’ social media accounts (Facebook, Instagram), wrote and designed email campaigns, and maintained a digital mailing list of over 5K leads.
- Spearheaded calendar management and scheduling, data organization, phone and email correspondence, etc.
- Developed a guidebook to train student workers on the Admissions process, policies, and best practices.

TECHNICAL SKILLS

Breakdown Services • IMDbPro • iMovie • Kajabi • WordPress • Canva • Microsoft Office • Google Workspace

EDUCATION

Professional Association of Resume Writers & Career Coaches | Certified Professional Resume Writer
The American Academy of Dramatic Arts (AADA) | New York, NY | Associate of Arts (AA) in Acting
Villanova University | Philadelphia, PA | Bachelor of Arts (BA) in Communications and Media Studies