

# JENNIFER LOPEZ

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📞 925.989.4834



**Producer | July 2021 - Current**

**Adolescent Content | Ad Agency, Production Company, & Creator  
MGMT**

Oversight and Project Management on all pre-production, production, post & wrap for client and internal projects. Maintain client relationships, build crews and outreach for projects. Negotiate rates and budgets. Management of represented directors, photographers, and creators. Build budgets, scopes, proposals, and actuals. Advisement in overall production process and creative ideation. Form schedules, and timelines making sure they align with a brands deliverables + key milestones. Form marketing materials, decks and spreadsheets for project/company use. Research and Insights.

**Highlighted Project Leads with Adolescent Content:** Facebook's *The Meta* Launch, Tinder #PYOT "Put Yourself Out There" Campaign, WLDKAT Skincare Launch, "Ask Gen Z" Podcast.



**Freelance Production & Crew | 2015 - 2021**

**Positions & Department Experience:** *Producer, Production Manager, Production Coordinator, APOC. (Art Coordinator, Art Department, Wardrobe, HMU, Talent & Casting).*

Develop branded and narrative story briefs into bids, estimates and budgets. Work in pre-production, production, and post/wrap. Managed various scales of projects from small social assets, to big campaign, feature promos, and beauty projects.

**Recent Highlight Credits: (\*some linked for viewing)**

- Hulu "The Orville" Season 3: Show Promos + Stills
- [HUMANLEVEL w/ John Legend "I Wish"](#)
- [Joshua Bassett - EP Release 'ELLEN'](#)
- ['In the Heights' Feature Dance Tutorials](#)
- [MTV Movie Awards Promo w/ Leslie Jones](#)
- ['Tecate' 2021 Bruce Willis Commercials](#)
- Paillard - Series (working title) w/ M s s n g P c s
- 'Black Widow' Feature Promos
- 'Tom & Jerry' Feature Promos
- 'Birds of Prey' Feature Promos
- [Cynthia Erivo "Stand Up" Music Video](#)



**In- House Coordinator | Jan 2017 - May 2018:**

**StrangeLove Productions | Production Company**

Working directly with production company to help coordinate all projects. Working with teams in house and on set from pre-production to wrap. Assisting our represented directors with tasks, and helping the overall production flow. Company file organization & Accounting. Client coordination for Executives.



**Procter & Gamble | 2013-2015**

**Fragrance Department Vendor + Display "Macy's"**

Hugo Boss, Lacoste, Gucci & Dolce & Gabbana Fragrances. Help manage stock & visuals at various location for Macy's. Product Sales + number tracking during holiday seasons.

**Cal State University of  
Los Angeles**

**BA - TV, Film, Media Studies**

**VP/Founder Virtual Reality Club**

★ **PROGRAMS:**

- Google Suite
- Microsoft Suite
- Apple Suite
- Adobe Suite \*(*premiere, illustrator, photoshop*)
- Final Draft
- Discord
- Most social Platforms (IG, Twitch, Facebook, TikTok)
- WireDrive
- Hot Budget
- Show Biz
- Movie Magic
- Garageband
- Imovie
- Final Cut
- Slack

★ **MISC SKILLS:**

- Vocal Performance/VO
- On Camera Acting/News
- Music Production, Writing, Performance.
- Scriptwriting
- Set Dressing, Set Design
- Graphic Design
- Video Design and Edit
- Fashion Design and Creation
- Grip & Electric
- Payroll
- Creative Deck
- Treatments
- Pre Production Books
- Budget Building
- Talent + Client Management