

Jazmin Bryant

(614)806-7791 | jazminbryant98@gmail.com | www.linkedin.com/in/jazminbryant | www.jazminbryant.com

Education:

Columbia College Chicago; Chicago, IL
Bachelor of Arts in Cinema and Television Production

Skills:

Fast Notes; Rolls calls; Script coverage; Mac/PC Microsoft Word, Excel, PowerPoint, Outlook; Celtx; Final Draft; Drop Box; Breakdown Express; Adobe Premiere, Adobe Photoshop; DaVinci; Final Cut Pro; Movie Magic Budget & Scheduling; Google Docs; social media and Internet Savvy.

Experience:

FREELANCE PRODUCTION ACTIVITY LOS ANGELES, CA **October 2022 - Present**

- Producer, Surf Club Inc, Hit-Boy & Big Hit “Grindin’ My Whole Life Pt. 2” & “Police” **Music videos**
- Associate Producer, Hulu, “Secrets & Sisters LA” | **TV series**
- Accounting Assistant, HBO, “The Idol” | **Drama series**
- Office Production Assistant, Hulu, “Pam & Tommy” | **Drama miniseries**
- Office Production Assistant, HBO, “Black Cake” | **TV series**
- Talent Assistant, Hulu, “The Kardashians” | **Commercial**

UNITED TALENT AGENCY LOS ANGELES, CA **March 2022 - September 2022**

Agent Trainee

- Managed a roster of 100+ clients including actors, writers, directors, producers, and cinematographers.
- Updated internal tracking grid, covered projects for Netflix and Searchlight Pictures, and submitted clients.
- Handled heavy volume of incoming calls and emails related to booking clients in a fast-paced environment.

SNYPES MURDOCK ENTERTAINMENT LOS ANGELES, CA **May 2021 - March 2022**

Producer’s Assistant

- Managed executive assistant duties such as corporate expenses, travel itineraries and rolling calls.
- Oversaw scheduling and managing calendars for personal and professional commitments.
- Processed and organized book and script submissions, writer samples and filmmaker reels.

A24 LOS ANGELES, CA **September 2020 - May 2021**

Production Intern

- Created and maintained department databases, calendars, project lists and completed department projects.
- Helped review and update various productions schedules and budgets.
- Ran errands for the company and executives in and around Beverly Hills and West Hollywood.

MONKEYPAW PRODUCTIONS LOS ANGELES, CA **January 2020 - September 2020**

Development Intern

- Attended and took notes for weekly development meetings and greeted guests.
- Wrote time sensitive script coverage for submitted scripts, books, articles, etc.
- Liaised with producers, writers, directors, and reps on behalf of the office regarding projects *Us* and *Candyman*.

VIACOM NEW YORK, NY **March 2019 - August 2019**

BET Networks Production Intern

- Produced 2 commercials for various BET Network shows including *Sisters* and *The Next Big Thing*.
- Executed location scouting, permits/contracts, and production management.
- Coordinated and scheduled regular office-wide events including team outings, guest speakers and luncheons.