

JESSICA PAYNE

4067 Hardwick St #317
Lakewood, CA 90712

562-331-7804
jessicaintl@gmail.com

Credentials:

- 2008 – Present **ABC Unified School District**, Cerritos, CA
Educator K-12 Computer Technology Specialist/Teacher; Prepare students for Common Core Testing and Computer-based Education; Supervise District-wide Parent Education Conference; Coordinate and Facilitate Parent and Adult Ed Workshops; Payroll, expense accounting, School and Community Partnership coordination.
- 2011 – Present **Independent Insurance Agent**, Lakewood, CA
Insurance Agent PR Medicare, Individual and Family Health Insurance Sales; CA Life and Health License 0G95283; Appointments for life, health, long-term care, Medicare. Create and Implement new agent life and health training; Create and Coordinate Media and PR campaigns.
- 2005-2007 **Talent Networks and OZ Talent Networks** Sydney, Australia (Jessica Pollack)
Agent Office Manager IT Manager Manage acting, singing, dancing talent for film, television, live events; Create client bios, Photo Prep, video demo-reel shooting and editing; Scheduling, Book-keeping, Invoicing, Collections, Website copy writing, Photo Prep video editing, Bio and narrative Bio writing; Write and Maintain Internet presence www.oztalentnetworks.com
- 2006-2007 **We're in ShowBiz**, Sydney, Australia (Jessica Pollack)
Booking Agent Sales Speaker Coordinating/Booking, Career Catalogue Article writing, Invoicing, ShowBiz2007 Australia's First and Largest Entertainment Industry Career Expo; Book exhibitors for booths and presentations at ShowBiz2007.
- 2002-2007 **American International School** Sydney, Australia
PR Treasurer Manager Writer/Director Write Press Material for Sydney's only American Curriculum school; Place articles and PR pieces in local papers; coordinate interviews and publicity with papers. Accounting, distribution and reconciliation of Parent Group and Canteen funds; Coordinate 30+ volunteers Schedule workers, maintain menus, coordinate purchasing and supplies, track funds, coordinate funding of school projects with Canteen profits. Co-write, Produce, Direct original Musical Comedy "Un-Fairytale" Coordinate all aspects of producing a musical comedy by and for school students.
- 1999-2002 **DIRECTV**, Marina del Rey, CA **Supervisor Broadcast Operations**
Project Supervisor Trainer Project Leader, create diagrams, schedule employees, write training manual, implement training procedures and certification for brand new facility serving Continental U.S. ; Coordinate outside vendor installation, Beta testing, new service launch; Saved more than \$100K from vendor over-billing. Manage and perform all activities as necessary within Television Broadcast Operations Coordinate activities of Supervisors, 5-15 members of other departments, 5-10 vendors Facilitate scheduling and interdepartmental training; track company performance and facilitate daily coordination meetings with other departments.
- 1999 **USA Broadcasting**, Ontario, CA **Broadcast Operations Manager**
Project Lead Trainer Supervisor Asst. Manager Master Control, Satellite TOC, Program Preparation, Remote Transmitter Monitor and Control for 3 Live and 24 Remote Television Stations; Write training and Operational Procedures; Perform all activities and Supervise 16 full-time employees within Broadcast Operations and Program Preparation; Assist Operations Manager with personnel issues including operator scheduling, discipline, hiring, work assignment.

JESSICA PAYNE

4067 Hardwick St #317
Lakewood, CA 90712

562-331-7804
jessicaintl@gmail.com

1998-1999 **CC WEST SATELLITE SOLUTIONS**, Lakewood, CA
Coordination **Satellite TV Broadcast Transmission/Production/Coordination**
Sales Booking, Invoicing, Coordinating for Broadcast Productions, Broadcast Circuit Sales, Sports Broadcast Rights Sales and Live On-Site Broadcast Coordination.

1991-1998 **WOLD INTERNATIONAL, INC.**, West LA, CA **Marketing / Network Ops**
Broadcast Ops Supervise live remote news and sports broadcasts for international clients; Daily operation of international satellite network; Write, produce and implement in-house training and operations/training manuals including international fiber and satellite vendor training and coordination live broadcasts, technical operations, software applications, personnel issues, customer and vendor relations; Maintain client and vendor databases; Research, Booking, Invoicing, Budgeting; Write press releases, bulletins, special event and client information pieces; Develop and maintain 24/7 rotating operations schedule for 5-10 operations and booking personnel;
Trainer Budgeting, accounts payable and receivable duties as well as vendor credit follow-up.
PR
Accounting

1985-1991 **MORTGAGE SERVICES**, Fullerton, California **Marketing /Loan Rep.**
HOME SAVINGS OF AMERICA, Fullerton, California **Conventional Loan Agent**
M & T BANK, Albany, New York **Mortgage Originator**
STATEWIDE FUNDING CORP, Clifton Park, New York **Loan Counselor**
Counselor Counsel homebuyers on loan options; Guide buyers, sellers and REALTORS through nervous loan application and approval process; Create marketing materials; Plan and present educational and promotional seminars; Create award-winning success seminar series for North Orange County Board of
Sales Contributing writer and photographer for *North Orange County News*; Produce promotional/educational still photo and video programs.
Trainer
Writer
Producer

1987-1988 **THE REAL PROPERTY ADVISOR**, Clifton Park, New York **Assist. /Publicist**
Sales Helped plan, edit, publish, promote, and sell *The Home Buyers' Workbook*, by Judith Potts; Conceive and implement national marketing campaign; Write
Writer press releases and sales brochure, print and radio ads; Contact reviewers;
Publicist Arrange author interviews for print and broadcast media, Workshops, promo events.
Producer

1981/1984 **WRGB-TV, WGY-radio**, Schenectady, New York **Videographer**
Photographer Develop news stories with hand-held 3/4 inch equipment; Edit video tape stories for original and rebroadcast; Coordinate video images with verbal messages; Handle remote and studio broadcasts; Guide tours of broadcast facility of longest running broadcast facility history and operations; Write radio news.
Writer
Guide

1982-1984 **WSTM-TV**, Syracuse, New York, **Television News Reporter /Writer**
Reporter Initiate story ideas; Report and write stories; Interview newsmakers; Update stories of continuing interest; Edit video for broadcast.
Writer

Education: **Kaplan University**, Long Beach, California 2011
Honors: **Master of Science** Higher Education – College Teaching and Learning
Alpha Beta Kappa National Honor Society

Honors: **SYRACUSE UNIVERSITY**, Syracuse, New York 1984
S.I. Newhouse School of Public Communications **B.S. Broadcast Journalism/** English
Dean's List; Graduated in 3 years; Winner of The S.I. Newhouse Writing Scholarship
Publicity /Fundraising Director Student Chapter Society of Professional Journalists

Interests: Photography, TV, movies, music, international business, former professional figure skater