

Jessica Vasquez, Filmmaker

Philadelphia, PA

<http://thisjes.wixsite.com/myportfolio>

Video Production

Production Assistant – Finn Max LLC

“The Voice” auditions, June 2017

- Ushered groups of contestants to seats outside of audition rooms.
- Communicated with crew via headset.
- Unpacked and loaded equipment van at start and completion of auditions.
- Ushered solo contestants in and out of the audition room: handing them the mic and handing off their recorded track, or adjusting the mic stand for those with an instrument.
- Slated for camera.

Production Assistant – Switchblade Entertainment LLC

“World’s Toughest Mudder” overnight course, May 2017

- PA to the Lead Camera Operator between start and finish line.
- Voice between the Lead Camera Operator and production crew via headset, informing each other of competitors’ location on the course.
- Sought out competitors based on their bib numbers and photos of Top 15 athletes to watch, making sure the Cam Op got to them.
- Captured photos on my phone of top athletes, not initially on our watch list, and sent to crew on the course.

Production Assistant – Spirit Animal Collective

“Growth Lab” lesson videos, May 2017

- Warmed up lights at start of shoot; saved them at end of shoot.
- Monitored camera batteries and SD cards, changing out/charging batteries throughout shoot, and formatting SD cards before each day’s shoot.
- Slated for camera.
- Ordered and delivered morning drinks for crew.
- Held the company card, responsible for receipts.

Set Designer – Spirit Animal Collective

Natalie Paige Bentley Music Video, May 2017

- Designed an apothecary set with provided props and furniture.
- Decorated bed pillars with tree branches for a "natural" aesthetic, using twine and hot glue.
- Steamed new sheets and dressed the bed.
- Adjusted the set for maximum appeal in each shot, such as filling an empty space with lit candles.
- Designed the interior of a tipi with spray paint, animal skins, and natural elements.

Digital Intern - Spirit Animal Collective

February - April 2017

- Captured behind the scenes footage on the in-house Canon C100.
- Transcribed take logs on set.
- Ingested dailies for the editor, creating multiple descriptive bins.
- Edited video for social media: color grading, music, and transitions.
- Formatted videos to appropriate ratio per social media outlet.

Filmmaking

Writer, Director, Producer - ThisJes Films

"Dating" June 2017

- Wrote the original short on Writer Duet, making edits based on feedback.
- Formed a production team of 5 crew members, 3 actors; recast lead actress 24 hours before filming.
- Obtained wardrobe, props, and crafty, keeping all receipts.
- Created the shot list and call sheet.
- Directed the production, working closely with the Cinematographer.
- Renamed files in preparation for editing.
- Cut together a raw timeline of footage.

Professor for a Day - Ramapo College of New Jersey

Producing Class, March 2017

- Lesson: creating an independent short from concept to local distribution.
- Held a dialogue with the students about struggles and how to overcome them.
- Screened two ThisJes Films shorts as examples of the day's lesson.
- 2.5 hour presentation for 20 students.

Assistant Director - Shoestring Gold Films

Dead Giveaway February 2017

- Created the call sheets.
- Transcribed take log.
- Monitored shot list alongside D.P.
- Maintained continuity of props and wardrobe on set.
- Reworked shoot schedule on Day 3 of 8 due to actress injury and again due to weather, based on cast/crew availability and scene requirements.
- Cast extras, passing along scene descriptions and HMU look book.

Assistant Director - Mind Palace Pictures

"The Undoing" January 2017

- Monitored the shot list alongside the Camera Operator and Director.
- Created the call sheets.
- Transcribed the take log.
- Executed wardrobe, hair, and makeup with the cast.

Assistant Director - Unimoose Productions

"Celebrity Roommate" December 2016

- Obtained cast and crew from previous projects.

- Contributed to the storyline with the lead writer based on the 48-hour prompts.
- Monitored the shot list, working closely with the D.P. and Director.
- Executed wardrobe, hair, and makeup with the cast.
- Noted any changes on the editor's script.
- Created the day's shooting schedule based on cast availability, natural lighting, and workload.

Script Supervisor - Unimoose Productions

"The Obsession" November 2016

- Obtained cast and crew from previous projects.
- Monitored the shot list, working closely with the D.P.
- Executed wardrobe, hair, and makeup with the cast.
- Noted any changes on the editor's script.

Writer, Director, Producer - ThisJes Films

"Put a Pin in It" October 2016

- Wrote the original short on Writer Duet.
- Formed a production team of 8 crew members, and cast 3 main roles plus one extra.
- Obtained props and crafty, keeping receipts.
- Created the shot list and call sheet with the Cinematographer and A.D.
- Directed the production, working closely with the Cinematographer and A.D.
- Made adjustments to the script, changing exterior scenes to interior due to weather, while maintaining the story.
- Worked closely with the editors to complete the final cut with original music and credits.

Camera Assistant - Unimoose Productions

"Always Be Closing" August 2016

- Kept time on set, communicating with D.P. and director to keep the production moving.
- Recorded the take log, working closely with the D.P.
- Monitored the shot list, working closely with the D.P.

Writer, Director, Producer - ThisJes Films

"The Binge" May 2016

- Wrote the original short on Writer Duet.
- Formed a production team of just 5 crew members, and cast one female actress.
- Obtained props and crafty.
- Created the shot list and call sheet with the Cinematographer and A.D.
- Directed the production, working closely with the Cinematographer.
- Assisted the Editor with credits and gave input on final cut.

Writer, Director, Producer - ThisJes Films

"Ruby" March 2016

- Wrote the original short on Celtx.

- Formed a production team of 8 crew members, and cast 4 main roles.
- Obtained props and crafty, keeping receipts.
- Created the shot list and call sheet with the Cinematographer and A.D.
- Directed the production, working closely with the Cinematographer and A.D.

SKILLS

- Creating Call Sheets
- Transcribing Take Logs
- Scripting Writing on Celtx and Writer Duet
- Typing at 75 WPM
- Editing on Adobe Premiere Pro: color grading, transitions, and music overlay
- Ingesting Dailies
- Set Design: climbing ladders; handling a power drill, hammer, screwdriver; painting; bed dressing; etc.