

# JENNIFER KREISMAN

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480.294.5303  
Scottsdale, AZ

## SKILLS

Microsoft Office  
Adobe  
Premiere  
Final Draft  
InEntertainment  
Airtable  
Coverage

## EDUCATION

**Loyola Marymount University**  
*Bachelors in Screenwriting*  
August 2019 - May 2022

**Scottsdale Community College**  
*Associates in Film Production*  
August 2017 - May 2019

## VOLUNTEER

**Screener**  
Analyzed and critiqued  
festival submissions  
July 2023 – Aug. 2023

## EXPERIENCE

**Goff Law Corporation** Aug. 2023 - Present  
*Operations Manager & Executive Assistant*

- Supports legal and operations team, including managing 3 calendars, overseeing emails and liaising with clients.
- Maintains organization of ClickUP and Dropbox
- Facilitates sending and signing documents

**Tocaya Modern Mexican** Feb. 2022 – Aug. 2023  
*Supervisor*

- Oversaw a staff of 12
- Conducted and managed new employee training
- Resolved guest issues and anticipate guest and employee needs
- Executed opening and closing duties

**Atlas Entertainment** July 2023 – April 2023  
*Facilities Coordinator, Internship Coordinator & Receptionist*

- Oversaw an office of 40+ people
- Guided intern classes of 12 students
- Managed office maintenance and technical issues
- Performed receptionist duties and frequent desk coverage