



JENNIFFER J. GONZALEZ

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EDUCATION

University of Southern California, School of Cinematic Arts

- M.A. in Film and Television Production with focus on Writing, Directing, and Producing
- Recipient of the Jack & Larson Bridges Directing Scholarship
- Recipient of Annenberg Reproductive rights Accelerator Award

Universidad del Sagrado Corazon, Puerto Rico

- B.A. in Communications with a focus on Film and Media Studies

SKILLS

- Proficient in English (Fluent) and Spanish (Native).
- Skilled in Microsoft Office, Scheduling and Calendar management, Rolling calls, Travel coordination & Expense Tracking
- Composer, Premiere, Final Draft, Movie Magic Budgeting
- Adobe creative Suite, Creative Decks
- Document management, Production logistics
- Management, Google Workspace (Docs, Sheets, Calendar) Script Coverage and Content Analysis
- Written and Verbal Communication, Avid Media
- Talent & Client coordination
- Resourcefulness and Problem-Solving.
- Social Media Management
- Event & Conference Coordination, Deadline Management & Task Prioritization

FILM CREDITS

- Retrograde (2024): Producer, Editor, Director
- Eclipse Chasers (2024): Producer
- Renacer (2023): Writer, Director, Executive Producer
- A Karoke Space Odyssey (2023): Unit Production Manager
- Prodigal Daughter (2023): Producer
- Avalanches (2022): Production Designer
- Morse Code (2022): Set decorator
- Of Reasons and Rumors (2021): Writer, Editor
- IT happens (2021): Writer, Director
- Rectifier (2021): Editor, Producer
- Huesped, Documentary (2018): Producer, Director
- Se quitó (2017) : Writer, Director

References upon request

PROFESSIONAL EXPERIENCE

Production Assistant

Sound off films LLC | Feb 2025 - Present

- Supported day-to-day on-set operations, Assisted multiple departments, Distributed call sheets, sides, and production reports, and assisted with daily administrative tasks.

Film & TV Development intern

Picturestart | Sept 2024 -Dec 2024

- Wrote detailed coverage on incoming Film & TV submissions.
- Handled administrative tasks including rolling calls, greeting visitors, and maintaining calendars.
- Conducted research, organized project data, and maintained detailed tracking grids for talent and project attachments.
- Prepared meeting agendas and compiled notes for development discussions.

Production Assistant

MJZ Productions | Jan 2024 - May 2024

- Worked on Superbowl Carl's Jr Commercials & Snapchat. Assisted producers and talent on-set, ensuring safe execution of stunts and smooth operations
- Translated Spanish dialogue for actors and ensured stunts were executed safely.

Office Production Assistant

Rideback Ranch | Jan 2022 - Aug 2022

- Coordinated office operations by managing phones, organizing, production documents and expense tracking.
- Assisted producers in talent research, maintained grids for ongoing TV series, and contributed to development pitches.
- Handled errands, vendor communication, and supply management to maintain an efficient and well-equipped production office.
- Floater between departments.

Post-Production Front Desk Coordinator

USC, School of Cinematic Arts | Sept 2021 - May 2023

- Managed daily scheduling for facilities and equipment reservations.
- Organized documentation and maintained accurate records for post-production projects.
- Provided front-desk reception, phone/email communication, and visitor coordination.
- Troubleshot technical issues as needed to ensure timely resolution.

Social Media manager

Cocina Candela | Jan 2019 - Aug 2021

- Managed scheduling and shift coordination for restaurant staff.
- Oversaw customer communication channels, and created and maintained a content calendar to drive engagement on social platforms.

HOSPITALITY EXPERIENCE

Server

Cabra, Los Angeles | April 2022 - July 2025

Head Server

Cocina Candela, New Jersey | Jan 2019 - August 2021

Server

Los Pinos rest. Puerto Rico | March 2017 - November 2018