

Jessica M. Kane

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Work Experience:

Waggle Ventures Inc. – Head of Content (formerly Social Media Manager), September '16 – Present

- Grew Facebook audience from 50,000 likes/followers to over 8 million (September 2016 – present), still growing
- Write and send newsletter 3x/week (10k subscribers)
- Create all content for company's Facebook, Twitter, Instagram, and app
- Community/brand outreach
- Programmed and created content for Facebook chatbot

Upright Citizens Brigade Theatre - Sketch Team Writer, March '15 – October '18

- Wrote, co-directed comedic sketches for monthly show at UCB's main NYC theatre

eFlirt Expert - Client Relationship Strategist, December '15 – September '16

- Managed clients' accounts on various dating sites
- Performed client consultations over the phone and e-mail
- Created content for company's official Facebook, Twitter, Pinterest, and blog

Sesame Workshop – Writing Intern, May '14 – August '14

Editorial Assistant, September '14 – March '15

- Helped create ESL program for multi-platform app
- Generated original educational content in collaboration with project's head writer
- Created and maintained informational charts for superiors and clients
- Organized files, maintained administrative paperwork, and took meeting notes
- Extensive proofreading/editing

NBC Universal – “Saturday Night Live” Writers’ Research Intern, September '12 – May '13

- Assisted director Don Roy King every Saturday in a high-energy control room
- Researched sketch material

Skills:

- Proficient in PC and Mac platforms
- Microsoft Office Suite: Word, Excel, PowerPoint
- Video Editing: Final Cut, iMovie

Education:

New York University

Tisch School of the Arts, B.F.A. Class of 2013, Dramatic Writing Major with Concentration in Television Writing

Upright Citizens Brigade

Improv 101-401/Advanced Study, Sketch 101-301