

Jennifer Pointer

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EDUCATION:

Savannah College of Art & Design (SCAD), Savannah, GA
Master of Fine Arts (MFA), Film & Television
GPA Scholarship Recipient

Spring 2020-Current

University of Georgia (UGA), Athens, GA
Bachelor of Arts (BA), Communication & Media Studies
Hope Scholarship Recipient

Graduated May 2014

EXPERIENCE:

Happenstance Film Co., Atlanta, GA / Los Angeles, CA
Co-Founder/Writer/Director/Producer

January 2018-Current

Oversees all film and video production from writing episodes one of “Abductees Anonymous”, to directing, scouting locations, coordinating auditions, hiring cast and crew, and coordinating and executing rehearsals and film dates. Monitored budget for short film “Abductees Anonymous” and allocated funds to assure project did not surpass budget limits. Successfully directed all cast and crew for production of episode one of “Abductees Anonymous”, which won “Best Georgia Comedy Film” at the 2019 Atlanta Comedy Film Festival.

Thirsty Camel Productions, Inc., Savannah, GA / “The Menu”
Assistant to Nicholas Hoult

September-November 2021

Personal assistant to actor Nicholas Hoult on feature film, completing tasks for him as needed. Coordinated with Nick to ensure he was on set when needed and acted as a liaison of communication between himself and appropriate parties during principal photography, i.e., 2nd AD, Producers, Hair & Makeup, and various departments. Scheduled his meetings, read lines with him between takes, and overall ensured his ultimate comfort so his focus was solely on his performance.

11:11 Experience Los Angeles, CA / Remote
Assistant Producing Intern

March 2021-May 2021

Worked directly with producers on various marketing, distribution, content ideation, audience outreach and development projects. Coordinated with social media and PR team, Distributors, Sales Agents, and relevant departments to assist producers with project development. Responsible for pitches, research, and managing and organizing content. Point of contact for all interns working on distribution for “When Today Ends”.

Kids at Play Productions, Los Angeles, CA
Assistant to Producer

June 2018- October 2018

Assistant to Producer to three separate producing departments for syndicated network television show “Me Time”. Responsible for creating blue cards for show hosts, researching show topics and giving creative input regarding topics of the show. Helped write, edit, and organize scripts as needed. Helped manage office operations by creating and editing call sheets, email correspondence, and transferring phone and Skype calls for guests on the show. Acted as a communication liaison for all departments, including postproduction and executives. In charge of contacting and booking local and distant celebrity guests, and guiding show talent to parking, wardrobe, hair and makeup. Assisted stage crew as needed, including set design and moving of props, lights, and various equipment.

Ugly Brothers Studios, Los Angeles, CA
Production Assistant

August 2018-September 2018

Helped assist all cast, crew, and producers of **NBC** and **E!**’s “The Funny Dance Show” by preparing the set with lights, props, equipment. Lifted and moved heavy furniture and equipment to dress the set. Assisted costume design, art department, cameramen and crew members. Acted as Walkie P.A. who was solely in charge of assigning, distributing, tracking, and collecting 100 walkie talkies and 75 surveillance earpieces. In charge of keeping “hot bricks”, distributing and collecting them as needed. Acted as a runner distributing messages and items within film crew and cast. In charge of renting vehicles as needed and using those to complete errands to

retrieve equipment. Acted as an office Production Assistant when needed, relaying messages between departments, creating and editing call sheets, and various administrative tasks. Responsible for working with other members of the crew to wrap the show when finished.

Genius Produced, Culver City, CA

July 2018

Production Assistant

Assisted the producer and attended to day to day needs of the studio. Instrumental in setting up and breaking down sets, organizing camera and lighting gear. Completing runs to pick up lunch and gear as requested by the studio. Ran the set teleprompter during shooting, and overall supported the directors and producer with their daily needs. Edited script for teleprompter, assisted actors on set and in charge of crowd control.

Erwin Orthodontics, Lavonia, GA

August 2017-June 2018

Advertising Coordinator/Orthodontic Assistant

Coordinated weekly meetings with office manager and administrator to discuss and execute decisions concerning advertising opportunities. Assisted orthodontist as needed, in addition to working solely on patients to bond and remove brackets, change wires, elastics, and various responsibilities contingent upon the patients' needs at the time of visit. Completed required training and obtained certification of Orthodontic Assistant.

Gail & Rice, Nationwide

July 2016-May 2017

Product Specialist & Presenter for Honda

Completed required training to travel to Honda auto shows nationwide and present new and current Honda vehicles to crowds, while answering car specific questions.

Responsibilities included drawing attention to the Honda display by greeting, interacting, and socializing with consumers, generating leads for Honda, and using the provided platform to make announcements, as well as give a rehearsed speech relevant to what was new and exciting with Honda vehicles.

Cox Media Group, Athens, GA

November 2015-September 2016

On Air Talent

On air co-host for WGAU, Georgia's Morning News on 98.7FM/1340AM in Athens, GA. Responsibilities involved discussing previously researched stories/current events with my co-host M-F, 6-9 AM, blogging daily about stories, updating WGAU & Georgia's Morning News website, Facebook, and Instagram accounts daily. Recorded and produced talk shows that involved interviewing important political figures, i.e., former Georgia Lieutenant Governor Casey Cagle. Used Wide Orbit program daily to record and produce public service announcements for commercials, pre-recorded newscasts, and on-air traffic reports to play at the top and the bottom of every hour.

Forsyth County News, Cumming, GA

June 2014-February 2015

Digital Sales Specialist/Studio Forsyth Host

Digital Sales Specialist/Studio Forsyth Show Host who hosted tri-weekly segments and virtually delivered the very best news to the Forsyth community. Instrumental in delivering local news, reading, writing and offering creative input regarding the show's direction and topics. Integral part of the launch team for Studio Forsyth, while implementing and creating online contests, promotions and other digital sales with the focus on revenue generation. Responsibilities also included interviewing relevant guests, such as Jeff Foxworthy.

Red & Black UGA Newspaper, Athens, GA

January 2012-May 2014

Editorial Assistant

Responsible for assisting the editors in a variety of ways, including reading, writing, and proofreading various pieces that made their way into the weekly newspaper. Solely responsible for maintaining personal connections with venue owners/managers to maintain the Red & Black website for students. Marketed training sessions, including generating detail-oriented emails for staff while creating relative media both at the office and from home. Utilized BLOXCMS to create and update mandatory calendar events. Created press passes, handouts, and business cards at various networking events.

Walt Disney World Company, Entertainment Dept., Orlando, FL

August 2012-April 2015

Character Performer

Successfully completed the Disney College Program; an internship and networking program operated by Walt Disney World Company. Auditioned and was chosen to complete required training to portray and perform as various Disney characters, including portraying classic Disney Princess "Snow White", in a variety of public facing events at Walt Disney World such as dining room visits, meet and greet sessions, and photo opportunities.

Language: English, Beginner Spanish

Software:

- Microsoft Office Suite
- MAC OS
- Google Suite Workspace
- Celtx (Script Writing Software)
- Adobe Premiere Pro
- Adobe Illustrator
- Avid
 - ProTools
 - Media Composer

Digital:

- Social media, digital marketing, digital sales.

Film:

- Writing, acting, directing, videography, producing.

Awards:

- Nominee and official winner of “**Best Georgia Comedy Film**” for “Abductees Anonymous” at Atlanta Comedy Film Festival (2019).
- Official selection of “Abductees Anonymous” at Asheville, NC Comedy Short Film Festival (2019), Atlanta Comedy Film Festival (2019), and Ladies Night Short Film Festival (2019).

Accomplishments:

- Thru-hiked approximately 1200 miles of the Appalachian Trail from April 2015-August 2015.
- Certificate in Contest Sales Planning.
- Certificate in Digital Sales Marketing.
- Certified Orthodontic Assistant.
- Dog & Cat CPR Certified.