

Jenna R. Levine

Jenna.Levine@gmail.com

25 Radcliff Drive · Huntington, NY 11743 · (631) 987-3797

Objective: A position in film or television production working with highly motivated and creative individuals.

Education: **Quinnipiac University, Hamden, CT**
Bachelor of Arts in Communications Concentration in Media Production
Minor In Interactive Digital Design.

Experience: **Bunim/Murray Productions**
Casting Production Assistant – December 2005

- ❖ Scouted New Haven, CT to find candidates to be on “Camp Steve-O.”
- ❖ Set up and assisted in interviews with potential cast.

Viacom – Mtv Networks – Networks Operations Center
On Air Operations Internship - Summer 2005

- ❖ Monitor networks for quality control before being broadcasted to the world.
- ❖ Monitor playlists to ensure on-air quality of elements: programs, Thunder/Chyron graphics.
- ❖ Monitor on-air signal to ensure technical quality of broadcast and take appropriate action if it is not within broadcast standards.

Fuse Music Television Network
Post Production Internship – Summer 2005

- ❖ Assisted with the maintenance of editor and graphic databases.
- ❖ Blacking, dubbing and archiving tapes and CDs.
- ❖ Conducted and recorded voice over sessions using ProTools for promotional use.

Disk Jockey, WQAQ 98.1FM, Hamden, CT

WQAQ (Quinnipiac University’s student run radio station) – September 2003 to Spring 2006

- ❖ A member of a three-person production team, broadcasting music and information to the Hamden, North Haven, and New Haven communities.
- ❖ Create and assemble play lists, sweepers, promos, and public service announcements.
- ❖ Deliver live introductions and announcements in keeping with prescribed music format and scheduling.
- ❖ Monitor sound levels and segues.
- ❖ Maintain program logs containing top 30 charts of artists, which are compiled and forwarded by the program director to CMJ Magazine.

The Downtown, Farmingdale, NY

Internship – Summer 2004

Worked with individuals as a stage hand. Learned about the music industry and what it takes to make a successful production.

- ❖ Liaison between artists and the management.
- ❖ Assist with load in/load out of all equipment. Wiring and set up of stage for sound checks and performances.
- ❖ Fix emergencies and unforeseen problems.

Photography – Local Connecticut/New York rock shows – 2000 - present

Skills: Proficient with MegaSeg 2.7 Pro DJ software, Digidesign Pro Tools, Final Cut Pro, Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Macromedia Dreamweaver, Flash, Canon Elura, Microsoft Word, Microsoft Excel.