

Jessica Bowman

Production Manager

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Profile

Versatile and detail-oriented producer skilled in creating and developing compelling content for radio, films, and video games. Leader and strong communicator with experience managing teams and projects from start to finish.

Education

Bachelor of Fine Arts in Animation & Visual Effects with an emphasis in Production Management

Undergraduate Animation Student Representative
Academy of Art University, San Francisco. 2019 – 2021

TV & Radio Broadcasting Diploma

Outstanding Broadcast Student Award, 3.8 GPA
Highest Studio/Intern Combined Hours Award
Illinois Media School, Lombard. 2017 – 2018

Experience

Production Manager Studio X. 2020 – Current

- Work from home in a virtual studio environment. Maintain communication with clients, artists, leads, and production management. Set up, organize, and assign shots and assets using Shotgun & Box Cloud drive.
- Conduct dailies and take notes for distribution. Encourage artists to stay on track with their assignments.
- Communicate with the client the progress of their shots and assets. Deliver final shots and assets.
- Vets new projects submitted by clients.

Station Director Dark Star Radio. 2014 – Current

- Launch virtual radio station, exponentially gaining over one million listeners. Manage operations, scheduling, financials, and station programming.
- Build and maintain relationships with musicians, DJs and fans while maintaining the integrity of the station's mission.

E-4 Specialist U.S. Army. 2005 – 2013

- Army Commendation Medal, Army Good Conduct Medal, National Defense Service Medal, Army Service Ribbon, Overseas Service Ribbon, Driver Badge with Wheeled Vehicles, Certificates of Achievement.

Skills

Production Management

Complex Scheduling
Production Pipeline
Dailies Documentation
Budget Management
Day-to-Day Operations
Project Management

Pre/Post Production

Content Development
Creative Briefs & Concepts
Production Design
Asset Management
Content Supervision
Editing Sessions
Audio Records & Mixes

Interpersonal Skills

Team Leadership
Communication
Organization
Self-Motivated
Problem Solver

Tools

Shotgun	Premiere
Office	After Effects
Google Suite	Photoshop
Box/Cloud	InDesign
Discord	Illustrator
Bridge	Animate
Lightroom	Audition

Hobbies

Writing stories, DJing, podcasting, impromptu storytelling, acting, singing, reading books & playing video games