

JACKIE PEREZ

Producer and Production Coordinator
Washington D.C. / DMV + Remote



SUMMARY

I'm a Navy nuclear engineer turned production coordinator who thrives in creative, collaborative environments. I bring my meticulous attention to detail to every project and keep cool under pressure while creatively fighting production fires. Communication is my super power!

EXPERIENCE

- Cast and crew bookings + onboarding to include contracts, deal memos, ABS and Wrapbook paperwork
- Secures location rentals and permitting
- Film gear procurement
- Talent casting
- Production decks (wardrobe, talent, props, run of show)
- Complex domestic and international travel bookings and Carnets
- Crafty and catering coordination
- Invoicing and payroll wrap
- COIs
- Coordinated multi-month project timelines, budgets >\$200k, and cast and crew sizes up to 80 adults and minors

CORPORATE PROJECTS

GLASS & MARKER

- McGraw Hill
- Lean In Girls
- Duolingo
- Rent the Runway
- Kenvue
- Toast
- Grab
- Udemy and more!

Remote + On set
Filming locations: US and Intl
Jun 2021 - Present

FEATURE FILMS

CHAPERONE

Writer/Director: Zoe Eisenberg
Producer: Alison Week

Remote
Filming location: Hawaii
Jan 2023

COSMIC HORROR DOCUMENTARY (CO-PRODUCER)

Director: Brian Hanson

Remote
Filming location: LA
Feb 2023 - present

CONTACT

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Linkedin.com/jackieperez00

EDUCATION

MIT, BS
Environmental Engineering

Stephens College, MFA
TV & Screenwriting

REFERENCES

Kyra Knox (producer)
kyra.knox@gmail.com

Zoe Eisenberg (director)
zoeisenberg@gmail.com

SOCIAL MEDIA

@jackierageperez

SKILLS

Leadership
Screenwriting
Communication
Copywriting
Grant Writing
Organization
Outward Mindset
Budgeting
Creative Direction
Editing
Graphic Design