

# Jamie Arena

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## EXPERIENCE

### Freelance Journalist

Various Online & Print Publications | 06/2022 - Current

- Researches and produces daily articles and podcasts, including interviewing guests on specific topics, as well as analysis and criticism.
- Attends press screenings and film festivals, maintaining strong relationships with sources and their PR representatives.
- Published in Paste Magazine, Orlando Weekly, Hear Us Scream, Film Cred, Slay Away, and more.

### Freelance Production Assistant

Various Film Production Companies | 06/2022 - Current

- Stay alert, active, and ready to respond to any request at any time using a variety of available resources.
- Create shot lists, book talent and locations, and prepare sets for shooting to provide comprehensive production support.

### Artist Relations Manager. Orlando, FL

MadSoul Music And Arts | 04/2019 - Current

- Manages lineups featuring local Florida and out-of-town artists, activists, and representatives to support abortion rights, LGBTQ+ rights, and community organizations.
- Streamlined event logistics for improved efficiency, coordinating with vendors, staff, and performers.
- Engages through social media to build support and awareness, fostering community involvement and participation.
- Past talent include Phoebe Bridgers, MUNA, Phony Ppl, Lin-Manuel Miranda, Rep. Alexandria Ocasio-Cortez, and more.

### Production Coordinator

Lunch Money Films | 10/2023 - 01/2024

- Coordinator for "Unlearned," an in-production documentary in collaboration with Variety on the fight for Florida curriculum.
- Engaged in thorough research on a range of planning issues, collating information from various sources, and effectively communicates findings to the Director and Producer.

### Production Assistance Program Intern. New York, NY (Remote)

Women Make Movies | 08/2023 - 12/2023

- Assisted in the search for new films within festival and exhibition programs that align with Women Make Movies' distribution criteria.
- Reviewed incoming film fiscal sponsorship applications, including video samples, scripts, and finance sheets.
- Organized information into the Women Make Movies Production Assistance database.

### Advance Associate. Washington, DC (Hybrid)

Weymouth Watson | 08/2022 - 02/2023

- Produced high-scale events and tours for political purposes, including Gabby Giffords' Florida Bus Tour, Governor Josh Shapiro's Inauguration and Celebration, and DNC Bus Tour 2022.
- Generated site survey reports, diagrams, travel, and schedules.
- Participated in meetings, sourced supplies, printed visuals, and COVID protocol materials as needed.

### Site Lead

First Point Touring Co | 08/2022 - 01/2023

- Conducted site visits and walk-throughs of event sites with a variety of stakeholders for Voto Latino's 'Defend The Future' events.
- Briefed principals, managed media logistics, on-site speaker logistics, and crowd logistics.
- Liaised with local and traveling vendors; coordinated gear lists, load-in schedules, and insurance requirements.

### Coordinator. Orlando, FL

Florida Film Festival | 03/2022 - 04/2022

- Gathered and organized materials to support operations in preparation for the festival.
- Oversaw festival duties including technical, operational, clerical, and customer service support activities.

### Costume Assistant. Orlando, FL

Orlando Vintage | 10/2021 - 01/2022

- Used lookbooks created by costume designers to select and prepare vintage items to be shipped for various film productions, including Amazon's *The Marvelous Mrs. Maisel*, *Max's Love and Death*, Netflix's *Stranger Things*, and more.
- Sewed and detailed vintage items to specifications of costume designers.

### Intern. Washington, DC, (Remote)

Rock The Vote | 05/2021 - 09/2021

- Contributed to content for the organization's social media by creating videos and copywriting.
- Researched and authored summaries and memos on various topics related to voting rights using WordPress and Medium.
- Sorted and organized files, spreadsheets, and data reports for Rock The Vote.

### Organizing Fellow. Orlando, FL (Remote)

NextGen America | 09/2020 - 11/2020

- Used digital and online tactics to engage students to recruit volunteers and register people to vote for Election Day 2020.
- Ran a classroom presentation program to educate students on voter registration, vote by mail, and voting on campus.

## EDUCATION

### University of Central Florida

Orlando, FL

Bachelor of Arts: Communications, Journalism, And Film

Indian River State College

Ft. Pierce, FL

Associate of Arts: Journalism And Film

## LANGUAGES

American Sign Language

## SKILLS

Research Acquisition

Written & Verbal Communications

Public Speaking

Community Organizing

Event Management

Active Listening

Creative Problem-Solving

Collaborative Leadership

Preparing & Organizing

Adobe Suite

Video Software (Final Cut Pro)

Final Draft

FileMaker Pro

Movie Magic (Budgeting & Scheduling)

Notetaking & Typing

Creative Writing

Editing & Proofreading

Content Strategy