

JACQUELINE EVANGELISTA

evangelista.je61@gmail.com

PROFESSIONAL SUMMARY

Entertainment industry professional with 3+ years of experience supporting a director, producer, and casting director across independent and Hollywood features, television, and commercials: casting submissions, pitch decks, coverage reports, production dockets, SAG-AFTRA paperwork, and on-set work as a Production Assistant and Second Assistant Camera. Trained in drama, vocal music performance, and economics (Vassar College), with added strengths in statistical analysis, film financial and marketing research, coding, Excel, Google Workspace, and website and presentation design. Brings the scheduling, logistics, and communication skills to keep multiple productions moving in fast-paced, deadline-driven environments.

EXPERIENCE

Executive Assistant to Kimberly Skyrme | *Butterfly Films, LLC / Kimberly Skyrme Creative* | June 2022 – June 2026

Kimberly Skyrme is a director, producer, and casting director (CSA) who works on independent and Hollywood feature films, television series, government agency videos, and commercials. Responsibilities included:

- Reading and providing feedback on new scripts (coverage reports)
- Creating casting pitch decks for various creative teams
- Reviewing and organizing casting submissions
- Preparing production dockets for shoots
- Managing paperwork and transferring data

Casting Assistant, Production Assistant, and Website Designer | *The Other You* | Summer 2023

The Other You is a feature film produced by Ms. Skyrme.

- **Casting Assistant:** Organized incoming casting submissions, reviewed tapes, provided feedback on casting preferences, and partook in the live (Zoom) callback process, serving as the reader in most auditions
- **Production Assistant:** Managed SAG-AFTRA paperwork; communicated with the director, producers, actors, and essential production personnel; managed the meal schedule (pick-up, drop-off, and set up); prepped and pre-positioned production materials for the shoot
- **Website Designer:** Created a website for the film from scratch; held weekly meetings with the producers, director, and writer to receive feedback on progress

Second Assistant Camera and Production Assistant | *Christmas Couples Retreat* | January 2023

Christmas Couples Retreat is a feature film produced by Ms. Skyrme.

- **Second Assistant Camera:** In charge of the slate for each shot; kept a record of takes, specific details about each take, and notated preferred takes
- **Production Assistant:** Handled many of the responsibilities previously described

Production Assistant | *Now What?* | Summer 2024

Now What? is a television pilot produced by Ms. Skyrme. Handled many of the same tasks previously described; shadowed the First Assistant Directors and served as their assistant.

Production Assistant | *Another Man's Trash* | Summer 2022

Another Man's Trash is a short film produced by Ms. Skyrme. Worked as a Production Assistant on set, with many of the same responsibilities previously described.

EDUCATION

Vassar College — Bachelor of Arts, Drama and Economics (double major), minor in Vocal Music Performance

- GPA: 3.98

Additional Training

- British American Drama Academy (BADA): Midsummer in Oxford, 2023
- Powerhouse Theater Training Program, Summer 2022

Independent Service Project: *Fairy Tales and Scales* (Summer 2020) — Quarantine-friendly fun for local youth, fostering reading, theater, music, and adventure

SKILLS

- Scheduling & Calendar Management • Event Planning & Logistics Coordination • Data Entry & Document Organization
- Statistical & Quantitative Analysis (Stata) • Coding • Excel • Google Workspace • Market/Financial Research • Report Writing • Presentation Design
- Public Speaking • Creative Writing • Social Media & Content Management • Client/Stakeholder Communication • Time Management