

Jennifer Groh

Barrington, IL
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Profile

Detail oriented with the ability to multitask and take initiative. Possess excellent written and verbal communication skills with the ability to interact with all employee levels in a company.

EXPERIENCE

Picture Perfect Federation, Beverly Hills, CA - Development Intern

January 2023-April 2023

- Read scripts that are sent out and have them done by a specific time frame.
- Keep to the coverage template when writing coverage on projects assigned.
- Join in on weekly zoom meetings/phone calls to discuss projects and personal projects and updates.
- Research potential actors, writers, etc. for projects.
- Update supervisor(s) of scripts/projects that are in progress.

Entertainment Partners Enterprises, LLC, Chicago, IL — Extras Casting Associate

April 2021 - July 2022

- Worked for the television series Chicago Med and Chicago Fire as an extras casting associate for Joan Philo Casting.
- Posting all casting needs for both Chicago Fire and Chicago Med on our Facebook page.
- Answered a high volume of emails and calls received from the posting.
- Collaborated with PA's, AD's, COVID, production office and Wardrobe for their casting needs for each scene.
- Communicated with extras for all show information and scheduling needs.
- Knowledge of all office systems needed; distributed child work permits when necessary.
- Maintained a collaborative working relationship with extras and internal clients.

Technical Skills

- Final Draft
- Run A Better Set- (RABS)
- Microsoft Suite
- Google Suite

Skills

- Script Coverage
- Strong- Communication
- Team Leadership
- Troubleshooting
- Project Management
- Attention to Detail

Awards

The Miranda Rice Weiss Art History Scholarship

Eastern Illinois University
2015, 2017

Buffalo Grove Park District, Buffalo Grove, IL — Assistant Site Supervisor

August 2019- April 2021

- Assist the site supervisor with the day-to-day management of the before and after kids care program.
- Planning weekly lessons and staff schedules.
- Maintaining a safe and fun environment for the children.
- Communicating with parents, participants, and school personnel regarding the program.
- Attending weekly staff meetings and recording daily attendance.
- Adhering to all Buffalo Grove Park District rules and regulations.

EDUCATION

University California of Los Angeles (UCLA) Extension, Los Angeles, CA — Certificate

September 2020 - Present

Eastern Illinois University, Charleston, IL — Bachelors

August 2015- May 2019