



# JENNIFER ORELIA

PRODUCER/COORDINATOR

## CONTACT

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Reference:  
Geovanni Brewer  
Executive Producer  
(contact available upon request)



## PROFILE

I am an experienced Television Production and Event Coordinator based in Los Angeles CA. I have strived to create a reputation built on strong people skills and resourcefulness. I look to add value to any team I work with as well as consistently build strong working relationships along the way.



## EXPERIENCE

### COORDINATOR/PRODUCER

BLACK & WHITE TV/ PBS | 2015-2016

- Produced Interstitials for In Performance at the White House Salutes Ray Charles
- Assisted in the coordination all all items produced by Black & White TV in conjunction with PBS
- Working directly with the Executive Team:
- Consulted Executive team in all talent areas including pre-show rehearsals and show day.

### TALENT COORDINATOR

VIACOM NETWORKS/BET NETWORKS | 2013 - 2015  
VARIOUS SHOWS

Executive Team Coordinator reporting directly to Executive

- Producer.
- Main Coordinator on all shoot days
- Responsible for coordinating all final details including
  - communication with talent's agent or managers, relaying final
  - details, answering questions, getting approvals and signatures
  - on contracts and distributed necessary information to
  - appropriate in-house personnel.
- Served as the liaison between the talent management
- department and legal, production and other areas, answering
- their questions and relaying needs from one to the other.

### EVENT COORDINATOR/CLIENT RELATATIONS

VARIOUS CORPORATE CLIENTS- CONTRACTOR | 2010 - 2015

- Partnered and acquired sponsors to generated revenue in order to bring awareness to non-profits in their communities.
- Project management – Managed projects from conception to completion.
- Oversaw event management which included hiring coordinators, booking public officials, including Congress members, Senators and Celebrities, as well as hiring and creating relationships with all vendors.



## SKILLS

- Production Coordination
- People coordination
- **Event Management**
- Word, Power Point, Excel
- Creative Writing
- Voice Over
- Budget Management
- Booking (talent, vendors)
- Public Speaking
- Extremely Resourceful