

# Jordan Faiella

954-305-5126 [JordanBfaiella@gmail.com](mailto:JordanBfaiella@gmail.com)  
<http://JordanFaiella.weebly.com/>

## Work Experience

**PBS- Communications & Promotions Intern**

*August 2016- December 2016*

- Oversee the day-to-day Community Management of multiple programming presences including activating fans across Facebook, Twitter, Instagram, YouTube (and any new platforms) –year round
- Develop campaign creative briefs and oversee the execution of creative with the internal creative team or with outside agencies
- Edit together promotional videos to be shared and fit the correct formats of all Social Media platforms
- Build digital promotional plans for designated programming, ensuring each show has a strategic and tactical supporting plan that includes a social correspondence and that is aligned with the overall Marketing Strategy
- Work and organize logistical operations for monthly community events

**Discovery Communications– Production Management Intern**

*June 2016- August 2016*

- Ensure production requirements are fully understood by producers in order to review and negotiate viable budget propositions
- Accountable for ensuring the price of each production is agreed with the network and that complete delivery is feasible within the proposed timeframe
- Evaluate safety and risk arrangements to ensure the safe management of productions, and, if necessary, recommend expert advice at the earliest possible stage
- Maintain productive communication across clients including Supervising Producers, Scheduling, Marketing, Communications and International along with Corporate Operation counterparts ensuring all relevant deliverables and master delivery date issues are swiftly communicated
- Conduct on-site visits/ production system evaluation as necessary

**ToKnights the Night Talk Show –Writer, Producer, Actor**

*August 2015– December 2016*

- Coordinate and implement various on-air sketches and segments that appear on twenty-five episodes of the show
- Book and arrange the guests and musical acts that appear on the show
- Handle and direct audience members during production
- Provide accurate outlines and rundowns of how each thirty minute episodes was laid out and organized
- Write and assist with writing the weekly monologue and organizing writers meetings

**Knightly News - Production Assistant**

*August 2015 - December 2016*

- Managed teleprompter and audio microphones for the reporters & anchors
- Maneuvering cameras, using highly technical movement shots
- Display on-screen computer graphics to keep up with the anchors reporting
- Conduct various administrative tasks in the production office
- Utilize leadership skills to facilitate a smoothly run production and manage the organized chaos of a student run news room

## Education

**University of Central Florida**

*December 2016*

Bachelor of Science in Public Administration, Minors in Urban Planning & Political Science

## Clubs & Organizations

The Improv Academy, National Broadcast Society, Residential Advisory Council, Campus Activity Board, Podcast Director

## Awards & Honors

Dean's List Fall 2015-Spring 2016, Aaron Seever Sales Scholarship, Discovery Intern Spotlight Award

## Skills

**Technology**-Word, Powerpoint, Excel, Mediaflex, Adobe Premiere, SoundMouse, Video & Audio Production

**Social Media**-Proficient in Instagram, Twitter, Facebook, Snapchat, Vine, Pinterest, Tumblr, Google+, Press releases

**Production**-Logging raw footage, transcribing, distributing scripts, logistics, development, talent management