

# Jocelyn Leroux

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## **THE SUMMER I TURNED PRETTY, Season Two**

**Wilmington, NC**

### **Executive Assistant to the Executive Producer/Director**

**June-October 2022**

- Prepared all director's plans, character icons and vehicle models in Shot Designer software, allowing the director to quickly and efficiently create shooting plans and shot lists.
- Generated Zoom links and attended virtual meetings with Executive Producers, department heads, and the post production team and created concise and reliable notes for later reference.
- Managed the schedule of the Executive Producer/Director, including virtual and in-person meetings and all other appointments, post production deadlines, and shooting schedules.

## **BOLDEN**

**NC/ATL/NOLA/CO**

### **Executive Assistant to Director/Producers, Accounting Clerk**

**November 2007 - May 2019**

- Served as EA to the three highest ranking executives on the feature film "Bolden", released in theaters in May 2019. Efficiently and concurrently served as Accounting Clerk during reshoots.
- Acted as the primary point of contact between the accounting dept. and PPGI, Inc. (procurement company enlisted to ensure full qualification for tax incentives) resulting in strong rebates.
- Maintained all confidential cast and crew contract files. Continuously organized and distributed thousands of storyboard images to multiple departments via dropbox and external hard drives.
- Excelled at organizing multiple food/donation drives for local shelters, assisted with the director's domestic needs and coordinated student visits from the Jay Pritzker Academy in Cambodia.
- Additional responsibilities included: script editing, casting assistance, talent coordination, and the creation and maintenance of physical and digital production documents and filing systems.

## **INSPIRE CREATIVE STUDIOS**

**North Carolina/Colorado**

### **Associate Producer**

**May 2009 - August 2018**

- Produced multiple independent films, music videos, pilots, commercials and industrials.
- Duties included: location scouting/permitting, casting, securing contracts, human resources, craft services, general coordination and serving as the main point of contact for cast/crew.

## **UPFRONT MEGATAINMENT/KONVICT MUSIC**

**Atlanta, Georgia**

### **Executive Assistant to Music Producer Devyne Stephens**

**October-November 2015**

- Contract position leading up to the national tour of R&B Star Monica and girl group XSO.
- Coordinated and scheduled studio recording times for tour groups and hip hop star Akon, managed producer's calendar and emails, vetted and pursued new artist submissions.
- Consulted on film/television opportunities with BET, ISH, and Sinclair Broadcast Group, Inc.

## **EUE / SCREEN GEMS STUDIOS**

**Wilmington, NC**

### **Assistant to Vice President Bill Vassar**

**April 2008-April 2009**

- Assisted with print and digital advertising campaigns, the coordination of building and opening Stage 10, and the hiring and supervision of studio interns. Expanded studio brand merchandise.
- Coordinated and maintained production files and tax incentive information, followed up on all production inquiries, and provided studio tours for producers and other prospective clients.
- Consistently worked in coordination with the office of the NC Regional Film Commission.
- Organized, cataloged, and stored the professional effects of Frank Capra, Jr. after his passing.

\*Also an experienced choreographer and SAG eligible actress- full resume(s) available on request.