

Jessica M. Orbon

represented by

TV Talent Agents

Paul Brewer

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EXPERIENCE:

SHI International Corp., Somerset, NJ

Inside Account Manager, Lockheed Martin September 2015 – present

NY1, New York, NY

News Assistant, August 2013- July 2015

- Reports to news-worthy events throughout the five boroughs of New York City
- Operates studio and portable cameras using tape and digital P2 cards as well as all recording equipment
- Films news for on air packages
- Coordinates camera logistics for live segments
- Conducts interviews with civilians, eye witnesses, law enforcement personnel, political and government officials
- Edits material for on air VOSOTs and anchor packages
- Writes scripts for on air VOSOTs and anchor packages
- Field produces and coordinates camera crews and reporters at news events

CNN International Business Unit, New York, NY

Production Intern, June 2012-August 2012

- Prompted and assisted with *World Business Today* (live) daily
- Prompted and assisted with *Global Exchange* (live) regularly
- Disc ingests
- Participated and assisted with news, package and features shoots
- Conducted man on the street interviews
- Prepared scripts
- Assisted with live shows in studio and on location
- Edited news and features packages
- Web rolls
- Researched story ideas for futures meetings to be used for packages
- Camera logistics
- Equipment travel

Middle East Association, London, UK

Projects and Communications Assistant, August 2011-December 2011

- Coordinated international events and conference registration
- Delegate relations
- Media and advertisement publishing
- Events marketing
- Created, published and distributed delegate brochures

The Colbert Report (MTV Networks/Viacom), New York, NY

Production Intern, May 2011-August 2011

- Guest appearance liaison
- Stage and prop management
- Production editing and support
- Audience support and management

EDUCATION:

Ursinus College, Collegeville, PA,

Bachelor of Arts, May 2013, cum laude

Major: Media and Communications, **Minor:** Middle Eastern Studies

- **Editor in Chief** of Ursinus College Newspaper, *The Grizzly*
- **Inducted** into Theta Chi chapter of Lambda Pi Eta National Communications Honors Society for achieving a 3.5 or above in all Media and Communications courses, March 2012
- **President and Member** of Theta Chi chapter of Lambda Pi Eta National Communications Honors Society, October 2012
- **Inducted** into the Ursinus College Department of Modern Languages Honor Society for superior achievement as a student of the Arabic language, April 2013
- **Writer** for Literary magazine, Ursinus College Lantern
- **Founding Member and Public Relations Representative**, Skin We're In (organization promoting positive self-image)
- **Member** of Arabic Club

Imperial College, London, UK

CAPA London Study Abroad Program

ADDITIONAL SKILLS:

Computers: Microsoft PowerPoint, Microsoft Excel, Microsoft Publisher, InDesign, NewsDesk, iNews, MediaSource, MIRA, Dalet, LUCI, Microsoft Dynamics AX, SalesCenter

Languages

Arabic (ILR Level 3 – General Professional Proficiency)

Italian (ILR Level 2 – Limited Working Proficiency)

References available upon request