

Jenny Lane Welsh

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Education

University of South Florida

BA Mass Communications

Graduating May 2025

Work History

Production Assistant | Daytime WFLA

September 2024 - December 2024

- Managed production documents including rundowns and guest releases, scheduled daily shoots and coordinated call times, operated teleprompters and studio cameras during live segments, prepared sets and ensured readiness before each broadcast, facilitated guest check-in and transitions during filming, pitched 4 guest and segment ideas—3 aired
- Received on-air recognition from the host: "If you have an internship, tackle it the way Jenny has"

Production Assistant | Innovative Education

September 2024 - Present

- Assist the production crew with day-to-day operations on set and on location, coordinate and distribute production schedules and call sheets, manage production paperwork including releases and location agreements, organize pre-production meetings and record notes, maintain and track equipment inventory, communicate scheduling updates between administrative and production teams, support set preparation and crew coordination

Marketing and Production Intern | Red House Streaming

January 2023 - Present

- Maintain organized production folders and manage digital asset libraries, create and update content calendars across platforms, track and compile social media analytics for internal reporting, support livestream and studio shoot logistics, assist with equipment setup and breakdown, handle scheduling and internal communications for content deadlines, edit over 500 social media posts, increase average views by 120% and likes by 70%, contribute to on-camera content that doubles engagement

Skills

- Adobe Premier Pro
- Adobe Photoshop
- Adobe Acrobat
- Adobe Illustrator
- Microsoft Office Suite
- Production Planning
- Final Draft 9.0,
- ToonBoom,
- Akta
- WordPress
- Storyboard Pro,
- Shotgrid

Activities

- Short film writer and director
- USF Animation Club
- USF Film Appreciation Club
- USF Intramural Sports