

# Jordan Orlando

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## EDUCATION

Roy H. Park School of Communications, Ithaca College, Ithaca, NY  
Bachelor of Fine Arts in Writing for Film, TV, and Emerging Media  
Minor In Business Administration and IC Honors  
GPA: 4.0 | Dean's List: Fall 2022 - Spring 2023

Anticipated December 2024

## RELEVANT EXPERIENCE

**Production Assistant**, Reel for Actors, Oradell, NJ

January 9, 2022

- Acted as the on-set Assistant Director as well as active Production Assistant, helping the cast and crew with the equipment
- Assisted director and company founder Gerard Mendez with distributing papers and communicating to the cast and crew, keeping the shoot on time and organized, and maintaining attention to detail with shot continuity and the preproduction information

**Summer Intern**, Cartel Entertainment, Remote Position

May 2022-August 2022

- Acquired feature-length screenplay submissions from the *Cartel Management and Production* company's Entertainment division and wrote script coverage
- Coverage responsibilities include summarizing the plot in 2-pages and deliberating through comments what works and doesn't with the script and mediating in the report the overall quality and if Cartel should consider producing the script and moving into pre-production
- Operated remotely with the *Cartel Entertainment* team which included Zoom calls and mainly written correspondence through email

**Movie Review Intern**, Mxdwn.com, Remote Position

November 2020-August 2021

- Obtained newly released films to watch and then write in-depth reviews about the film's quality.
- Coordinated with the head of the Mxdwn movie division over email and through phone and Zoom calls

## ADDITIONAL EXPERIENCE

**IT Support Consultant**, Ithaca College, Ithaca, NY

January 19 2022-Present

- Offer telephone, email, and walk-in support for all aspects of campus technology including hardware, software, telephones, networking, user accounts
- Create, update, route, and maintain TeamDynamix tickets for all issues. Trustworthy with confidential information about clients
- Oversee the process for loaning out college-owned equipment as well as provide a variety of other services to faculty, staff and students

**Senior Camp Counselor**, Camp WYDACA, Wyckoff, NJ

Summer 2021-Summer 2022

- Supervised, delegated, and managed campers to ensure their health, safety, and that they got to their activities in a timely manner
- Communicated over email and in person with the group Unit Director about any concerns and/or questions
- Managed and attentive to 4th and 3rd grade girls along while coordinating with co-counselors to ensure camp is run efficiently and safely

**Merchandise Associate**, *TJX Marshalls*, Wyckoff, NJ

December 2021-January 2022

- Offering and handling retail and customer service through verbal communication and multi-tasking with other responsibilities
- Stocked and organized merchandise items and clothing in the store and stockroom. Took data inventory for items

## INVOLVEMENT

**Social Media Manager**, *TNT Productions*, Ithaca, NY

May 2022-Present

**Assistant Director**, Red Winter (student short film), Ithaca NY

March 24-April 10, 2022

**Assistant Director**, .Mp4 (student short film), Ithaca, NY

October 8-October 14, 2022

**Assistant Director**, The Guardian (unproduced student TV pilot) Ithaca, NY

September 8-November 4, 2022

**Director, Writer, Editor, Cinematographer**, Safe (short film), Wyckoff, NJ

Summer 2020

## SKILLS

Technology: Adobe Premiere Pro, Pages, Microsoft Word, Google Drive, Google Spreadsheets, Microsoft Excel, Office 365, Gmail, Outlook, Zoom  
Language: Beginner Spanish