

JENNA EBERSBERGER

Jenna.j.ebersberger@gmail.com | 661-313-1667 | www.jennaegersberger.com

Professional Summary

Dedicated writer and creative assistant with over 5 years of experience in television production. Demonstrates a strong ability to enhance written and visual storytelling while efficiently managing high-volume tasks. Excels in scheduling, office management, and creative problem-solving with a passion for comedic writing projects.

Experience

RESEARCHER – SATURDAY NIGHT LIVE, NBC

DEC 2023 – OCT 2025

- Reads all proposed sketches, observes table read, and helps execute visual jokes for on-air and taped sketches.
- Conducts research to fact-check news stories and cultural references within the Weekend Update segment.
- Gathers graphic elements and art directs the over-the-shoulder visual jokes to the graphic artists.
- Creates the budget report for each episode's used graphics and licensed visuals.

SHOWRUNNER & WRITER'S ASSISTANT – STAR TREK DISCOVERY, CBS/Paramount+

MAR 2022 – SEP 2022

- Assistant to Michelle Paradise - showrunner, writer, and executive producer.
- Managed a high-volume calendar of meetings, travel, and personal appointments.
- Wrote audition material, attended all production meetings, and organized script edits.
- Took detailed notes and dictation for studio and network meetings.
- Covered writer's assistant role for the latter half of Season 5.

CREATIVE & PERSONAL ASSISTANT – April Fitzsimmons

JUN 2021 – MAR 2022

- Assistant to writer and co-executive producer during her tenure on "The Good Doctor" (ABC).
- Provided script coverage, notes, and research for upcoming personal projects.
- Created pitch decks and took studio and network notes during pitch meetings.

PRODUCTION SECRETARY – RYAN'S MYSTERY PLAYDATE, Nickelodeon

MAY 2021 – JUL 2021

- Oversaw office PAs while managing the office orders and production's daily files.
- Organized department meetings and distributed scripts, sides, and call sheets.

Education

New York University

Master of Fine Arts, Dramatic Writing

New York, NY

Graduation: May 2024

Columbia College Chicago

Bachelor of Arts, Theater Arts & Journalism

Chicago, IL

Graduation: May 2013

The Groundlings, UCB & The Second City

Sketch writing and improv

Los Angeles, New York & Chicago

References

Tara Donnelly – SNL Graphics Dept Head

Tara.Donnelly@nbcuni.com

Michelle Paradise – Showrunner & Writer

paradisem@earthlink.net