

Jessica Ross

Based in London

Freelance Runner, Production Assistant and Coordinator with a passion for music, an interest in floor, editorial and production management roles, looking to gain experience on set and in production offices.

Holds clean UK Driving Licence (25+)
With own car/experienced driver
Native English and French speaker, with intermediate Dutch
UK and EU citizen/passport holder

Credits

April 2024 – Junior Producer

Ryan Bloom, Director (London & LA)
SPOE – Commercial Advert

March 2024 - Production Assistant

The Libertines – Music Video “Oh Shit!” – not yet released

February 2024 - Production Coordinator

Dustin Bowser, Director (LA)
“Fantastique” short movie – in post-production

February 2024 - Production Assistant

The Libertines – Music Video “Merry Old England”

January 2024 - Production Assistant

The Libertines – Music Video “Shiver”

November 2023 - Production Assistant

The Libertines – Music Video “Night of the Hunter”

October 2023 - Production Assistant

The Libertines – Music Video “Run Run Run”

Skills and Training

- AllSpring Media/Sky Studios Elstree Bootcamp for Production Assistants
- Talent and guest assistance, crew coordination
- Management of production office
- Fulfilment of requests from production/DoP team
- Understanding of production documents (risk assessments, release forms, call sheets etc)



London + Hertfordshire



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Education

College of Law, York

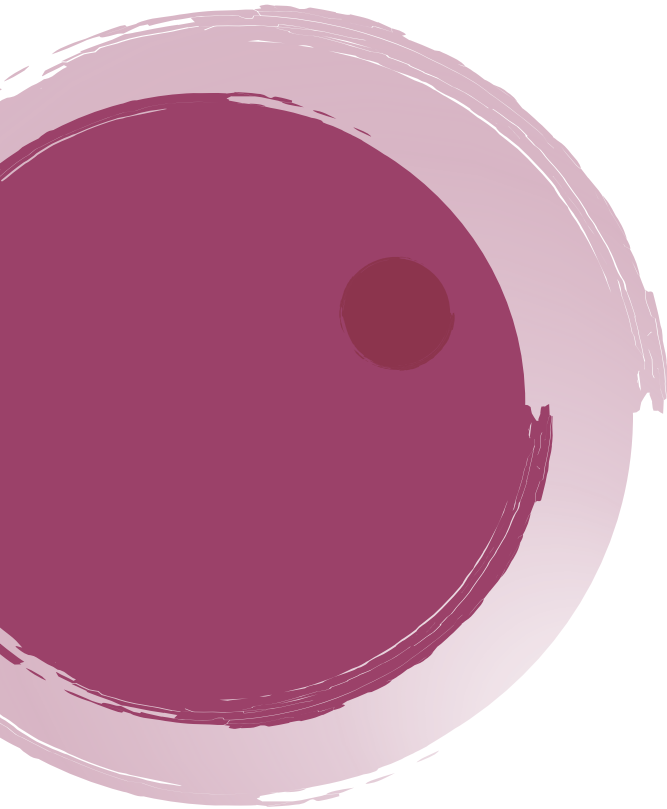
- Postgraduate Diploma in Law

Napier University, Edinburgh

- BA in Law and Media

Athénée Maimo Brussels

- Certificat d’Enseignement Secondaire Supérieur (This is similar to the French Baccalaureate)



- Understanding of computers, printing, and scanning, Microsoft 365 (Word, Excel, PowerPoint, Outlook), Google Workspace (Drive, Gmail, Docs, Sheets and Slides)
- Money handling, budget tracking, securing equipment and supplies

Other employment

Amedeo

(Dublin based Aircraft Finance/Leasing company, London branch)

Executive Assistant to CEO and CCO

from 2018 to 2024

- Providing all-encompassing support to the Chief Executive Office and the Chief Commercial Officer
- Liaising with clients, providing general support to the team
- Organising travel/accommodation/conference roadshows/meetings/travel visas/employee sponsor visas
- In charge of Human Resources and Company Benefits, covering employees in the UK, Ireland and USA
- Heavy meeting scheduling and diary management
- Management of diverse administrative matters

Shearman & Sterling

(New York law firm, London branch)

Paralegal and Assistant to Head of Global Financial Institutions

from 2014 to 2018

- Providing all-encompassing support to the global Head of the Financial Institutions group and to a team of partners and associates on a range of legal work
- Carrying out research and preparing legal documents for clients on global transactions
- Monitoring worldwide sanctions as well as regulatory and enforcement developments
- Drafting the firm's weekly client publication on current global developments in the financial regulatory sector
- Liaising with financial regulatory bodies around different jurisdictions on a variety of issues relating to numerous aspects of transactional deals
- Assisting in the preparation of complex regulatory filings for approvals in different jurisdictions
- Compiling legal bundles and closing sets
- Assisting in disclosure requests from national authorities
- Liaising with internal and outside counsel
- Organising meetings and conferences, liaising with conference and event organisers
- Amending and formatting contracts, letters and other legal documents

Languages

- English: native
Written and oral
- French: native
Written and oral
- Dutch: basic
Written and oral

Hobbies

- Playing the guitar/mandolin
- Going to music concerts
- Reading
- Discovering new artists
- Photography
- Philosophy
- Meditation
- Volunteering

GDPR Statement:

This document may be kept on file or distributed for employment purposes.

