

JENNIFER LOW

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PROFESSIONAL EXPERIENCE

Velem | Production Coordinator | New York, NY | 2024–Present

- Coordinate end-to-end production for high-volume beauty and fashion photo/video shoots, supporting projects from pre-production through final asset delivery.
- Line produce high-volume MAC Cosmetics e-commerce shoots, managing production schedules, on-set workflow, client needs, and day-to-day execution.
- Build detailed shoot schedules, call sheets, crew bookings, talent logistics, equipment rentals, and other production materials to keep projects organized and on schedule.
- Developed system for organization and tracking of hundreds of beauty products and SKUs, hero product identification, shot tracking, and asset accuracy.
- Serve as a key client-facing production contact, anticipating needs, communicating project updates, and maintaining strong relationships throughout the production process.
- Oversee post-production workflows including retouching coordination, file organization, quality control, naming conventions, and final asset delivery.

Satellite Space | Assistant Studio Manager | New York City | 2024-present

- Support studio operations for commercial photo and video productions, coordinating client needs, equipment rentals, and production logistics.
- Assist production teams for clients including Zara, Estée Lauder, Victoria Beckham Beauty, EltaMD, and Movado.
- Maintain studio readiness and provide on-set support to ensure efficient shoot execution.

Freelance Social Media Manager & Content Creator | 2021–Present

Selected Clients: Velem, Satellite Space, Temple University

- Develop and manage social media content and digital strategy for clients across creative, production, and higher education industries.
- Create original photo, video, and graphic content; manage content calendars; analyze performance metrics; and develop strategies to increase engagement and strengthen brand presence.

STURDY. x Ludmilla | Coachella Talent Coordinator | Los Angeles/Indio | 2024

- Coordinated travel, transportation, hospitality, and day-of-show logistics for a 16-person U.S. and Brazilian dance team at the 2024 Coachella Music Festival.
- Served as the primary point of contact for talent logistics, ensuring seamless communication and schedule adherence.

STURDY.; Production Intern | Los Angeles | 2024

- Supported commercial and music video productions through production assistant responsibilities and pre-production coordination.
- Managed petty cash, production expenses, and administrative support for the production team..

SELECTED PRODUCTION CREDITS

Production Coordinator

MAC Cosmetics • C4 ft. Saquon Barkley • Giant Grocery • Manhattan University

Assistant Production Coordinator

Living Proof • Estée Lauder • Donna Karan • Here We Go (Coco Jones)

Production Assistant

Parkwood Productions (Beyoncé & Jay-Z) • Red Bull Spiral (Pusha T & Khi Infinite) • Vanguard • Wells Fargo Center • Comcast

EDUCATION

Temple University, Bachelor of Arts in Film and Media Arts, concentrating in Producing; minor in Digital Media Engagement

SKILLS

Production Coordination • Line Producing • Project Management • Production Scheduling • Client Services • Crew Coordination • Talent Coordination • Budget Tracking • Travel Logistics • Vendor Management • Product Organization • Asset Management • Workflow Optimization • Beauty Production • E-Commerce Production • Post-Production • Adobe Creative Suite • Google Workspace • Microsoft 365