



Jill Benjamin

📍 Los Angeles, CA 91604 📞 (323) 251-8302 ✉️ jillbenjamin@mac.com

PROFESSIONAL SUMMARY

A "Good Time Maker," enthusiastic, well-spoken, highly competent, and resourceful event coordinator with 26+ years experience. Takes initiative, produces live shows and events, and connects people. Equipped with strong leadership skills, a great sense of humor, and forethought. Motivated to learn and grow while using event planning, organizing, and producing skills.

SKILLS

- Accepts direction graciously
- Television and film background
- Can-do attitude
- Time management
- Vendor and contract negotiations
- Staff Management
- Scheduling
- Planning and Coordination
- Flexible and Adaptable
- Exceptional interpersonal skills

WORK HISTORY

ACTOR 01/2014 to CURRENT

Nickelodeon | Los Angeles, CA

- Perform on award-winning "Kid's Choice Awards" television shows: Henry Danger and Danger Force
- Learn scripts and blocking on network's longest live-action television series, which was ranked No. 4 on Neilson Streaming

FREELANCE EVENT PLANNER & CELEBRITY PERSONAL ASST 01/2010 to CURRENT

Client: Seth Meyers, Nicole Sullivan, Gab D'Estries | Los Angeles & Chicago

- Organize seasonal parties for over 50+ celebrities, manage staff, coordinate vendors, always stay within budget
- Schedule appointments, run errands, order gifts, dog sit, manage vendors
- Coordinate with participating vendors during event planning
- Select and order décor and event materials
- Manage event logistics and operations

ASSOCIATE PRODUCT MANAGER 01/2004 to 05/2007

Teleflora/Fiji Water | Los Angeles

- Worked for Lynda Resnick (owner) on putting together and shipping out holiday gift trunk to over 300 high-profile associates (politicians, actors, and business owners)
- Managed products from spec development to shipment of finished product
- Communicated with oversea vendors, collaborated on vase designs, ordered product samples

- Processed purchase orders, managed shipping and expense reports
- Assisted Vice-President of Purchasing and updated Executives on product status

COMMUNICATION'S DIRECTOR ASSISTANT

02/1999 to 10/2001

CBS-TV 2 Chicago | Chicago

- Wrote press releases for news station
- Spearheaded and scheduled TV/radio interviews for on-air talent (Carol Marin/Lester Holt)
- Organized speaking engagements for on-air talent and connected them to charity events

SETH MEYERS AND JILL BENJAMIN SHOW

02/1998 to 08/2001

Boom Chicago | Amsterdam, Holland

- Created, wrote, and performed in two-person comedy show with Seth Meyers (Late Night/SNL) all over world: West End in London, Edinburgh Fringe Festival, Singapore, and Second City Chicago for over 2,000 people.
- Wrote, performed, and promoted at Boom Chicago Theater in Amsterdam, Holland for over 1,000 people.

SPECIAL EVENTS MANAGER

01/1997 to 01/1998

Pacific Wine Company | Chicago

- Organized Chicago's largest wine tasting for over 1500+ buyers and suppliers
- Conceptualized holiday party and company picnic for over 100+ employees
- Managed corporate dining room for executives and wine owners
- Interviewed venue location managers to understand event scopes of work, established budgets and determined timelines for chef demonstrations, and guest list finalization

EDUCATION

Bachelor of Arts | Journalism & Speech Communication
Indiana University Bloomington, Bloomington, IN