

**Jordana Lipsitz**  
@lipsitzngiggles

Los Angeles-based writer  
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## Writing Experience

### Condé Nast

*Freelance Contributor*

**May 2016 – February 2017**

Los Angeles, CA

- Created 12 to 15 online slides about entertainment-related content for *Glamour*, *Vanity Fair*, and *Cosmopolitan*
- Sourced images using Getty Images, video content, and social media
- Communicated closely with editors and staff via email throughout edit process

### Bustle

*Entertainment News Staff Writer*

**November 2015 – May 2017**

www.bustle.com

- Created five pieces of breaking news content on Typeset during six-hour shifts
- Fact-checked and copy-edited all content before sending to editor
- Sourced royalty-free images, gifs, and videos from various internet archives
- Pitched content and collaborate with editors remotely through Google Hangouts
- Prescribed to Bustle voice and practice millennial-based writing-style

### Hello Giggles

*Freelance Writer*

**September 2016 – present**

www.hellogiggles.com

- Write breaking entertainment and pop culture news, interviews, and feature articles
- Work with publicists to locate interview subjects that are interesting to readers and then conduct interviews
- Write personal essays about issues ranging from family, to body image, to relationships

## Professional Experience

### Bowery Street Enterprises

*Host*

**October 2015 – present**

Los Angeles, CA

- Manage in-person and telephone guest inquiries, customer service requests, and reservations at multiple restaurants in Los Angeles area
- Develop rapport with clients and generate repeat business through hospitable attitude
- Assist front-of-house restaurant staff with tasks including bartending, serving, and bussing

### Wigglewag Training and Pet Care

*Apprentice Trainer*

**September 2017 – February 2018**

Pasadena, CA

- Worked with dogs privately on behavioral issues such as reactivity, resource guarding, and insecurity
- Attended frequent training sessions with lead trainer to learn basics of balanced training
- Led structured pack walks of one to eight dogs from company headquarters or client's home

### History Making Productions

*Production Office Coordinator and Social Media Manager*

**June 2014 – June 2015**

Philadelphia, PA

- Performed administrative duties including but not limited to receiving appointments, corresponding with donors and clients, and maintaining calendars
- Assisted production team with project lists, scheduling casting sessions, reserving studio space, and planning film shoots
- Kept track of office inventory and scheduled regular shipments
- Managed social media for multiple documentaries using Tweetdeck, Facebook, Instagram, and Tumblr

### Upbeat Productions

*Production and Marketing Intern*

**September 2012 – December 2012**

London, UK

- Assisted production team and production and post-production of press junkets for feature films
- Wrote blog posts covering the Raindance Film Festival
- Collaborated with social media manager to produce Twitter and Facebook content

## Education

### Temple University

*Bachelor of Arts in Film and Media Arts*

**May 2013**