

Elise Jaffe

Executive Producer / Director

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Chicago, IL 60618

312.805.0601
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Multi-tasker with excellent organizational skills
Team leader, manager and spokesperson
Listener and collaborator
Quick thinker and problem solver
Passionate and dedicated
Professional and flexible in changing environments

Experience

Indiana University / Adjunct Visiting Professor

January 2022-Present Bloomington, IN
Develop "bootcamp" curriculum for Producer course / lecture / manage student projects

Big Teeth Productions / Owner, CEO, Executive Producer, Director

September 2005-Present Chicago, IL
Direct first feature film: *UnScarred* / Run all business affairs / Produce work various medium /
Budget creation and management / Billing and vendor payment / Negotiating contracts /
Creative team management including freelancers / Scheduling / Sales
Clients: Nokia, Groupon, Edelman, Weber Shandwick, Planned Parenthood

Fooditude Media / Owner, VP, Operations, Integrated Producer

January 2009-December 2013 Chicago, IL
Ran all business affairs / Produced all video content / Planned events and marketing efforts
/Managed social media channels, email blasts and blog / coordinated talent / Hired and
managed volunteers

Freelance Producer / Project Manager

FCB, Vitamin Pictures, VSA Partners, Foundation Content, Match MG

January 2006 - December 2019
Developed content for sales, recruiting, social media, digital, new media. Managed creative teams
and schedules / Coordinated talent and travel / Supervised post-production
Clients: USPS, Quest, Quaker, Nokia, Enterprise

Broadcast Producer

JWT - Chicago: February 2004-January 2006
G Whiz Entertainment October 2002-February 2004
Grey Worldwide: August 1999-October 2002
Created estimates / Managed budgets / Competitive bid vendors / Vendor and creative team
management / Scheduling / Music and stock licensing / Talent search / Contract negotiation /
Post-Production supervisor

Education

Indiana University / BA Telecommunications, Minor: Theater and Drama 1995-1999
Sr. Honors Thesis: Are Broadcaster's Making the Grade? Children's Programming of Today

Thames Valley University / Theatre Spring 1988 London, England
New York University / Directing Certificate Candidate 2000-2003

Goldman Sachs 10K Small Businesses Program / Graduate Chicago Cohort 30: Fall 2021

Other Related Experience

Indiana University Media School - Alumni Board Member 2017-Present
AICP Midwest - Chicago Show Sponsorship Chairman 2017-Present
Asbury Shorts Chicago - Producer of Chicago Show 2004, 2005
International Radio and Television Society - Summer Fellow 1999, Co-Chair/Advisor 2003