

# JILLIAN R. LETTENY

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Portfolio: <https://jillletteney.wixsite.com/portfolio>

## Summary

Award-winning producer and creative project manager with a strong record delivering narrative-driven animations, educational media, interactive content, and multimedia projects. Skilled in pipeline management, budget oversight, and cross-departmental coordination within fast-paced studio environments. Experienced in guiding creative teams, supporting clear storytelling, and fostering effective collaboration. Recognized for leadership, problem solving, and the ability to drive both creative and corporate initiatives to high-quality outcomes.

## Production Tools + Skills

Asana | Basecamp | Smartsheets | Audacity | Adobe Creative Cloud | Miro | Final Draft | Celtx

## Resource Management + Operations

Agile | Kanban | Trello | Notion | Microsoft Office | Google Suite | CMS | HTML | CRM | Zapier

## Experience

**FableVision Studios, Producer**

**July 2021 – Nov 2025**

Directed the production of an extensive portfolio of multimedia products, overseeing total project budgets of approximately \$3.5 million, with the largest single project exceeding \$855K. Drove narrative-focused production workflows by aligning creative development, talent needs, and stakeholder goals while managing schedules, assets, and delivery milestones. Guided projects from initial concept through final delivery, ensuring each creative vision was realized. Cultivated and maintained strong client relationships, resulting in repeat collaborations and long-term partnerships.

**CS50 R&D, Harvard University, Project Manager, Operations**

**Oct 2016 – Oct 2018**

Managed high-priority projects and large-scale media productions for Harvard's flagship course, CS50, including events with 2,500+ attendees. Developed detailed timelines, scope documents, and logistics plans for seamless execution. Managed a \$1M annual budget and advised on strategic planning for sustained program growth and resource optimization. Led cross-functional planning sessions to optimize student engagement and program success.

**Harvard Museums of Science & Culture, Visitor Services Coordinator**

**Sep 2014 – Sep 2016**

Developed and launched visitor services programs for the Collection of Historical and Scientific Instruments and the Harvard Museum of Ancient Near East, hosting 15k visitors annually. Recruited and onboarded student teams on gallery operations, safety, and security protocols. Designed training manuals and visitor-facing communications to promote collections. Standardized gallery operations and engagement practices, contributing to a 15% increase in visitation.

## Volunteer

**Harvardwood Virtual Features Group, Program Head**

**Dec 2020 - Present**

Drive script and narrative development for emerging filmmakers, shaping stories that earn festival recognition and competition placements. Lead table reads, screenings, and creative workshops, mentoring writers to refine storytelling and elevate production-ready scripts. Expanded programming with new modules that drove new membership revenue and higher attendance.

## Education

**Harvard University, Extension**

MLA, Museum Studies

**University of Massachusetts, Amherst**

BA, Classics and Historical Linguistics