

JACQUELINE JONES

Los Angeles, CA | Recently Relocated

PROFILE

Actor, writer, and producer with a BFA in Film Production and 5+ years of experience across theatrical production management, podcast production, clinical simulation, and personal assistance.

EXPERIENCE

Co-Host & Producer | Covenant Community Kids Podcast | 2021 – Present | Ann Arbor, MI

- Managed guest outreach, scheduling, recording, transcription, editing, and distribution
- Grew the show to 30,000 downloads through consistent production quality

Production Manager | Shakespeare in the Arb | University of Michigan | 2022 – 2025 | Ann Arbor, MI

- Coordinated an outdoor production for nightly audiences of 250 across 16 performances per season, calmly adapting to frequent last minute changes including weather-driven venue changes
- Managed administrative tasks including running auditions, tracking production budget, building complex scheduling spreadsheets, and fielding all correspondence for a 40+ cast and crew
- Ran check-ins with the director, organized task lists, and protected her focus during all phases of production

Personal Assistant / House Manager | Private Family | Aug 2024 – May 2026 | Ann Arbor, Michigan

- Managed household operations, vendor coordination, errands, childcare, and event planning
- Anticipated needs before being asked and handled sensitive matters with complete discretion

Simulation Technician | Trinity Health | Jan 2024 – May 2026 | Ann Arbor, MI

- Portrayed simulated patients across clinical scenarios, improvising within structured frameworks
- Applied special effects makeup; coordinated daily with doctors, surgeons, nurses, and psychologists
- Maintained session documentation and compliance records

Simulation Technician | Arizona College of Nursing | Jan 2022 – Jan 2024 | Southfield, MI

- Helped build a simulation center from scratch: developed all program materials and trained faculty
- Filmed and edited clinical training videos now in use across all 16 campuses

Owner & Operator | Cleaning by JJ LLC | Nov 2020 – May 2026 | Michigan

- Founded and independently operated a professional cleaning business across 20+ accounts
- Managed all scheduling, client communications, billing, and operations without oversight

Freelance Production Assistant | Wardrobe & Art Departments | May 2015 – Aug 2018 | Michigan

- Supported wardrobe and art departments on commercial and television shoots

EDUCATION & TRAINING

BFA, Film Production | Compass College of Cinematic Arts, Grand Rapids, MI | 2019

Wrote & Produced "The Grand River" for Senior Thesis which aired on four PBS stations

Acting Training | Stella Adler Art of Acting Studio, Los Angeles, CA | 2026

SKILLS

Production Management | Podcast Production & Editing | Documentary Producing | Adobe Creative Suite | CapCut | Final Draft | Canva | Photoshop | Special Effects Makeup | Improv | Physical Comedy | Google Workspace | Microsoft Office | Discretion & Confidentiality