

# JACQUELINE JONES

jcjones823@gmail.com | 734-262-5152 | Los Angeles, CA | Newly Relocated

## PROFILE

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Entertainment professional with a BFA in Film Production and 10+ years of on-camera and stage performance. Brings a performer's instinct for comedic timing paired with the organizational precision needed to keep fast-moving creative teams on track.

## EXPERIENCE

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### Co-Host & Producer

*Covenant Community Kids Podcast · 2021 – Present · Ann Arbor, MI*

- ▶ Co-hosted and produced an ongoing podcast across all stages of production
- ▶ Guided editorial direction in post, cutting episodes based on feedback from co-host and guests
- ▶ Sourced and coordinated guests, managing outreach and scheduling independently
- ▶ Recorded and edited all episodes end-to-end
- ▶ Managed social media marketing and grew audience engagement across platforms

### Production Manager

*Shakespeare in the Arb · Oct 2022 – 2025 · Ann Arbor, MI*

- ▶ Directed real-time pacing of all production phases, ensuring seamless transitions across rehearsals and live shows
- ▶ Managed communications between cast and crew; tracked action items and ensured prompt departmental follow-up
- ▶ Created and distributed all rehearsal and production schedules, keeping large ensemble teams aligned
- ▶ Recorded and circulated meeting minutes, maintaining accountability across the full production team

### Professional Actor

*Various Productions · 2015 – Present · Michigan & Los Angeles, CA*

- ▶ 10+ years of professional performance across theater, film, and digital media
- ▶ Performer's perspective on what talent needs to do their best work on set
- ▶ Extensive background in script analysis, comedic timing, character development, and improvisation
- ▶ Collaborated fluidly with directors, writers, and crew across rehearsal and live production settings

### Simulation Technician & Simulated Patient

*Trinity Health · Jan 2024 – Feb 2026 · Ann Arbor, MI*

- ▶ Briefed participants before each simulation, setting expectations and ensuring everyone understood their roles before the scenario began
- ▶ Monitored live sessions and adjusted on the fly to keep scenarios intact without breaking immersion
- ▶ Managed session recording and documentation to deliver clean, reviewable footage for debriefing and evaluation
- ▶ Portrayed simulated patients in live medical training, adapting performance in real time to meet evolving instructional needs

### Personal Assistant

*Private Families · Jan 2021 – May 2026 · Michigan*

- ▶ Managed calendars, vendor relationships, scheduling, and daily logistics for private families
- ▶ Trusted, discreet point of contact; consistently anticipated needs and resolved issues proactively

## EDUCATION & SKILLS

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### BFA, Film Production

*Compass College of Cinematic Arts  
Grand Rapids, MI · 2016 – 2019*

Production Management · Talent Direction · Public Speaking  
Advanced Scheduling · Project Management · Google Workspace  
Adobe Creative Suite · Monday.com · Social Media Marketing  
Podcast Production · Cross-functional Communication