

# JANET QUINONEZ

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## SKILLS

*Microsoft Word, Excel, Outlook, PowerPoint, Mac & PC, Keynote, Concur, Final Draft, Google Docs, Slack, Monday.com, Trained Mediator, Technical Report Writing, Social Media, Fingerprinted & Background Checked, Knowledge of NBC and large studio systems, Moderate Spanish, High Degree of Confidentiality, Comfortable in a Fast-Paced Environment, Proactive, Anticipates Needs, Quick Script Coverage*

## EXPERIENCE

**JUNE 2020 - PRESENT**

**UNTITLED PRODUCTION COMPANY LOS ANGELES, CA** SCRIPT CONSULTANT/WRITER

- Script consultant for new projects in development • Report progress weekly to Executive Team and Management in weekly phone and video conferences • Consult on current projects and new projects in pipeline • Prepare character breakdowns, progress reports, maintain all documentation of scripts and notes • Contracted to write several pilots, both drama and comedy based on pitches to the production company for potential sale at studios in US and UK.

**JUNE 2020 - PRESENT**

**SPARXS STUDIOS AUSTIN, TX** HEAD WRITER

- Polish and edit pilot script for Tequila series • Schedule remote writers room schedule activities for team of (3) • Report progress to Sparxs Studios Executive Team in weekly phone and video conferences • Prepare character breakdowns and pitch deck and maintain all documentation of script and notes in Google Drive • Edit script based on studio notes within prescribed deadlines.

**JUNE 2018 – SEPTEMBER 2019**

**NBC INTERNATIONAL STUDIOS UNIVERSAL CITY, CA** EXECUTIVE ASSISTANT

- Schedule and maintain complex executive calendars for multiple top-level executives across multiple time zones • Telepresence meeting set up • Handle all standard administrative tasks, including drive-ons, telephone, rolling calls • Submit expenses in multiple currencies in a timely manner • Coordinate all aspects of international travel, including visa arrangements. • Knowledge of the development process, including set up of pitch meetings • Onboard new hires • Coverage included Jeff Wachtel, Pres. Intl Studios & Kevin MacLellan, Chairman Intl. Dist.

**NOV 2017 – JUNE 2018**

**PALMARIUM FILMS, LLC LOS ANGELES, CA** PERSONAL ASSISTANT PART TIME

- Inventory and audit of home contents • Script consultation on upcoming feature project • Perform personal and administrative tasks for film producer

**FEBRUARY – APRIL 2018**

**KEY CHANGE STAGE PLAY LOS ANGELES, CA** CASTING ASSISTANT

- Manage check in of actors to ensure smooth workflow • Read lines with actors during audition taping • Provide feedback to director on actor auditions

**FEB 2016 – JUNE 2018**

**UNCABARET LOS ANGELES, CA ASSOCIATE PRODUCER**

- Coordinate room set up for a series of TV Comedy Writer Panels
- Update mailing list and promote events through social media platforms
- Manage front of house ticketing check in and door ticket purchases
- Coordinate hiring of interns
- Book comedians

**FALL 2017**

**ENTERTAINMENT EXECUTIVE & FAMILY LOS ANGELES, CA HOUSE MANAGER PART TIME**

- Establish services, security and utilities
- Secure residence in owner's absence
- Organize and pay household bills
- Shipping & Receiving
- Supervise maintenance projects

**SUMMER 2017**

**"GRAND GUIGNOL" LOS ANGELES, CA STAGE ASSISTANT PART TIME**

- Set up and tear down for run of live show Director Schuyler Helford
- Manage front of house

**February 2017**

**AFI FILM "IN MY HEAD" LOS ANGELES, CA SET PA**

- Set PA duties for AFI Short Film Production Director Omer Ben-Shachar
- Craft services, errands, truck loading, set-up and tear down daily for duration of shoot.

**Aug 2016 – Jan 2017**

**SAMANTHA LAVIN PROJECT LOS ANGELES, CA DIRECTOR'S ASSISTANT**

- Prepared Director's Guild package for an established DGA Assistant Director
- Organized pension statements, call sheets, deal memos and supporting documentation

**June 2007 – Dec 2015**

**CHEVRON HOUSTON, TX AUDITOR & COMPLIANCE ANALYST**

- Performed yearly purchasing card and employee expense report analysis
- Led complex audit, both domestic and international (Latin America, Central America, Singapore)
- Managed SOX 404 control program
- Summarized issues and audit team results into concise written audit reports
- Created & conducted training programs for SAP accounting system & fraud awareness

## **EDUCATION**

**DECEMBER 2016**

**WRITING PROGRAM CERTIFICATE, UCLA**

**JANUARY 2019**

**SKETCH & IMPROV PROGRAM GRADUATE, UCB**

**MAY 2006**

**BACHELORS OF BUSINESS, LETOURNEAU UNIVERSITY**

Graduated Summa Cum Laude

## **WRITING & PRODUCING CREDITS**

- Wrote multiple treatments, pitch decks and scripts based on my own pitches and the pitches of other creatives 2017 - Present
- Host & Producer, Drunkalogue Stand Up Show, 2017 – Present
- Writer/Performer, The Ruby LA House Sketch Team, The Volcano
- UCB Diversity Sketch Show, 2019
- 2018-2019 Staff Writer/Performer, Mike Pence’s Big Queer Nightmare Sketch Show
- 2017- 2018 iO West and ACME Comedy Contributing Writer, PGB Sketch Show, iO West, 2017
- Contributing Writer, Saturday Night Live, UCB Sunset, 2017

## **AWARDS**

Second Rounder, Comedy Pilot – Sourced, Sundance Institute Episodic Lab, 2019

Ruby LA Scholarship Recipient, Summer 2018

UCB Diversity Scholarship Recipient, Fall 2017 & Spring 2018 & Spring 2019

Scriptwriters Network, Winner for Halt and Catch Fire Drama Spec, 2017