

JANET QUINONEZ
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EXPERIENCE

JANUARY 2021 – MARCH 2021, AWAKEN & DREAMS / 41 SETS, LOS ANGELES, CA SCRIPT CONSULTANT/WRITER

- Delivered a page one rewrite in 20 days for an upcoming indie feature • Turned around notes in one day. Prepared character breakdowns Maintained all documentation of scripts and notes • Prepared a look book/bible for producers

JUNE 2020 – AUGUST 2020, SPARXS STUDIOS AUSTIN, TX HEAD WRITER

- Polish and edit pilot script • Lead a remote writers' room via Zoom • Report progress to Executive Team weekly • Develop character breakdowns, show bible & look book

OCTOBER 2019 – DECEMBER 2020, KM PRODUCTIONS, LOS ANGELES, CA SCRIPT CONSULTANT/WRITER

- Consulted on multiple projects in pipeline • Prepared character breakdowns, progress reports, maintained all documentation of scripts and notes • Contracted to write pilots for sale at studios in US and UK.

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 • 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. • Participated in the development process, including set up of pitch meetings

NOV 2017 – JUNE 2018, PALMARIUM FILMS, LLC LOS ANGELES, CA PERSONAL ASSISTANT PART TIME

- Script consultation on upcoming feature project • Personal & administrative tasks for film producer

FEB 2018 – APRIL 2018, SAMANTHA LAVIN, LLC LOS ANGELES, CA DIRECTOR'S ASSISTANT PART TIME

- Script consultation on upcoming feature project • Personal & administrative tasks for film producer

AUG 2016 – JAN 2017, SAMANTHA LAVIN, LLC LOS ANGELES, CA CASTING ASSISTANT PART TIME

- Manage check in of actors to ensure smooth workflow • Read lines with actors during audition taping • Provide feedback to director on actor auditions for Key Change stage production.

SUMMER 2017 LIVE PERFORMANCE "GRAND GUIGNOL" LOS ANGELES, CA STAGE ASSISTANT

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

SUMMER 2017 WRITING PAD, LOS ANGELES, CA CLASSROOM ASSISTANT

- Set-up classroom for students and instructor • Prepare training materials • Housekeeping duties

FEB 2017, AFI FILM "IN MY HEAD", LOS ANGELES, CA SET PA

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

June 2007 – Dec 2015, CHEVRON HOUSTON, TX AUDITOR & COMPLIANCE ANALYST

- Performed purchasing card and employee expense report analysis • Led complex audits, both domestic & international (Latin America, Central America, Singapore) • Managed SOX 404 control program • Wrote concise audit reports • Conducted auditor training for SAP accounting system • Authored fraud awareness training materials

EDUCATION

JANUARY 2019 **SKETCH & IMPROV PROGRAM GRADUATE**, UCB
DECEMBER 2016 **WRITING PROGRAM CERTIFICATE**, UCLA
MAY 2006 **BACHELORS OF BUSINESS**, LETOURNEAU UNIVERSITY, SUMMA CUM
LAUDE

WRITING & PRODUCING CREDITS & AWARDS

Host & Producer, Comedy Trash to Treasure Digital Show, 2021

Host & Producer, Drunkalogue Stand Up Show, 2017 – Present

Staff Writer/Performer, Mike Pence’s Big Queer Nightmare Sketch Show, 2017-2019

Contributing Writer, PGB Sketch Show, iO West, 2017

Contributing Writer, Saturday Night Live, UCB Sunset, 2017

Writer/Performer, The Ruby LA House Sketch Team, The Volcano

Writer, UCB Diversity Sketch Show, 2019 (**Winner**, 1 of only 2 sketches selected from all UCB students for annual show)

Second Rounder, Comedy Pilot - Sauced, Sundance Institute Episodic Lab, 2019

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