LUCILLE JONES

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EXPERIENCE

Writer's Assistant | Dugout Dads | Los Angeles, CA | Apr 2026 – Aug 2026
- Supported the writers' room on a comedy series led by Patrick Renna and members of the cast of *The Sandlot*.
- Distributed confidential scripts, revised pages, and day-of sides to the full cast and crew, keeping every department aligned.
- Owned version control and script revisions, maintaining a single, accurate source of truth across the season.
- Tracked story notes, drafts, and room conversations; handled daily room logistics so writers had what they needed.

Producer & Location Coordinator | ARMAX | Los Angeles, CA | Jun 2026 – Jul 2026
- Produced a series of YouTube videos during the creators' Los Angeles shoot, supporting production needs on the ground.
- Coordinated the team's transportation, scouted locations, and served as their local point of contact throughout the shoot.

Executive Assistant | Sugar Peace Productions | Los Angeles, CA (Hybrid) | May 2023 – Aug 2025
- Provided day-to-day support to a film and television producer, managing calendars, scheduling, correspondence, and cross-functional coordination across development and production timelines.
- Read submissions and wrote script coverage with detailed creative notes, contributing directly to project evaluation and development discussions.
- Planned and executed Sundance Film Festival logistics, including travel, lodging, scheduling, and event coordination.
- Maintained development tracking documents and internal project grids, keeping accurate records of submissions, revisions, and status.
- Handled sensitive and confidential information with discretion while serving as a point of contact for writers, directors, and collaborators.
- Researched emerging writers and talent, compiled background materials, and tracked industry trends.
- Designed and animated the company's production logo.

Social Media Manager | Freelance | Remote | Aug 2023 – Jul 2024
- Edited short-form clips for comedians including Jamie Wolf and Lucas Zelnick, generating millions of views, and developed platform strategy for comedy clubs.

LEADERSHIP, COMEDY & PERFORMANCE

President / Head Writer | Cornell's Original Sketch Comedy Group | Ithaca, NY | Sep 2023 – Dec 2025
- Ran all operations for a 12-member group: managed the budget, booked venues, handled ticket sales, and ran weekly rehearsals.
- Directed and produced live shows, overseeing set lists, promotional materials, and marketing.
- Secured acceptance to the highly selective National College Comedy Festival by preparing the application and video submissions, then managed the group's travel and logistics; performed for audiences of up to 1,200.

Featured Performer | Cornell University Program Board | Ithaca, NY | Sep 2023 – Dec 2025
- Opened for visiting comedians including Joel McHale; researched and moderated a live podcast event with Caleb Hearon.
- Supported event operations including talent selection, ticketing, venue logistics, and guest relations.

Staff Writer | CU Nooz, Cornell's Humor Magazine | Ithaca, NY | Sep 2023 – Dec 2025
- Pitched and wrote satirical headlines and articles on a weekly deadline; workshopped premises and punch-ups with staff.

EDUCATION

Cornell University – College of Human Ecology | Graduated December 2025
B.S. in Fiber Science and Apparel Design | Dean's List x3, Kappa Omicron Nu Honor Society, Phi Theta Kappa Honor Society, Cornell Traditions Fellow

SKILLS

Script coverage · Calendar and travel management · Scheduling · Festival and event logistics · Confidential information · Project tracking and version control · Budgeting · Video editing · Logo design and animation