

ARIANA JONES

EXPERIENCE

ASSISTANT TO MICHAEL D. FULLER (SHOWRUNNER)

MURDAUGH – UCP | 2024 – 2025 (Writers Room / Prep / Production / Post) Calendar Management. Drafting correspondence and meeting coordination. Providing exclusive administrative support to the Executive Producer/Co-Creator of the show. Liaising between departments and maintaining a line of communication with office staff. Maintaining departmental documents. Processing expense reports.

ASSISTANT TO ANDREAS VALHOULI (TV LIT)

WME (2022) | 2023 – 2024
Calendar Management. Drafting correspondence and meeting coordination. Answering multi-line phones and rolling calls. Evaluating and summarizing creative material. Maintaining departmental documents. Processing expense reports. General administrative duties.

ASSISTANT TO ERIK CRARY (CO-EXECUTIVE PRODUCER)

A FRIEND OF THE FAMILY – UCP | 2022
Providing exclusive administrative support. Appointed liaison to VIP personnel during set visits. Distributing reports, schedules, and other relevant documents.

ASSISTANT TO PRODUCERS - ELLE FANNING, BRITTANY KAHAN WARD

THE GIRL FROM PLAINVILLE – UCP | 2021
Providing exclusive support to two Executive Producers. Handling sensitive and confidential information. Managing housing accommodations. Distributing daily production material.

KEY OFFICE PRODUCTION ASSISTANT

COUNCIL OF DADS: S1 – UTV | 2019-2020
Distributing reports, schedules, and scripts. Ordering and maintaining inventory of office supplies. Managing departmental expense reports. General administrative duties. Tracking/processing invoices.

OFFICE PRODUCTION ASSISTANT

SWAGGER: PILOT – CBS / APPLE | 2019
Distributing reports, schedules, and scripts. Organizing large lunch/catering orders. Ordering/maintaining inventory of office supplies. Managing departmental expense reports. General administrative duties. Tracking/processing invoices. Meeting coordination.

OFFICE PRODUCTION ASSISTANT

COUNCIL OF DADS: PILOT – UTV | 2019
Distributing reports, schedules, and other relevant documents. Organizing large lunch/catering orders. Ordering and maintaining inventory of office supplies. General administrative duties.

ASSISTANT TO NICK ANTOSCA (SHOWRUNNER) - SAVANNAH

THE ACT: S1 – UCP | 2018-2019
Providing exclusive administrative support to the Executive Producer/Co-Creator of the show. Liaising between departments and maintaining a line of communication with office staff.



arioffscreen@gmail.com



478.320.4538

EDUCATION

Creative Writing for Entertainment, BFA
Full Sail University

VOLUNTEER EXPERIENCE

- o Walk the Walk | Endeavor Impact | 2022
- o Screenplay Reader | ATL Film Fest | 2021
- o Screener | ATL Film Fest | 2018-2019
- o Screenplay Reader | ATL Film Fest | 2018
- o Screener | ATL Film Fest | 2017

SKILLS

- o Solution oriented
- o Resourceful
- o Organizing Digestible Information
- o Delegation

CERTIFICATIONS

- o Essential Lessons for First-Time Managers
- o Leading Inclusive Teams
- o Performance Management