

JAYLEN S. WILSON



Los Angeles, CA

EDUCATION

Bachelor of Fine Arts, Theatre Arts | Magna Cum Laude with Honors

Howard University

Midsummer in Oxford Program

British American Drama Academy

SKILLS

- Public Speaking
- M3 Accounting Software
- QuickBooks Software
- Microsoft Office
- Social Media: Instagram, Twitter, Facebook

EXPERIENCE

JOHN WELLS PRODUCTIONS

COORDINATOR, TV | JANUARY 2024 - CURRENT

- Coordinating various tasks related to our television development slate
- Collaborating with our company and production teams to ensure a seamless workflow for active productions

EXECUTIVE ASSISTANT | MARCH 2022 - JANUARY 2024

- Manage all administrative tasks concerning the Television Department including scheduling, rolling calls, and research, and script coverage
- Collaborating with teams across all companies and productions

PRODUCTION ASSISTANT | JUNE 2021- MARCH 2022

- Manage technical and administrative tasks for the employees and the office
- Maintain a professional attitude while running errands and handling confidential information

WIDER CIRCLE

OPERATIONS SPECIALIST | SEPT 2020 - JUNE 2021

- Cultivated, devised, and organized processes for onboarding and employee needs
- Acquired new talent to compliment the mission and goals of the company

EMBASSY SUITES BY HILTON

HUMAN RESOURCES & ACCOUNTING | SEPT 2019 - SEPT 2020

- Managed, organized, and developed resources for resolution to resolve internal problems for 40+ employees
- Monitored, maintained, and assessed all monetary accounts concerning hotel business

STUDIO THEATRE

STUDENT LIAISON | JAN 2018 - MAY 2019

- Developed a stabilized relationship between Howard University students and Studio Theatre
- Coordinated new partnerships and opportunities for Howard University students

HOWARD UNIVERSITY ETS HELP DESK

HELP DESK TECHNICIAN | JAN 2018 - MAY 2019

- Formulated solutions regarding technical issues for non-technical and technical Howard University users
- Ensured all the needs of Howard University users were met by providing effective communication and customer service skills

SCREEN ACTORS GUILD - AMERICAN FEDERATION OF TELEVISION & RADIO ARTIST

SPECIAL INITIATIVES INTERN | JUNE 2017 - AUG 2017

- Devised creative initiatives within the following departments: Radio, Broadcast, LA Local, Diversity, and the Screen Actors Guild Award Committee
- Attained new skills on how to effectively protect and insure members represented under the SAG-AFTRA Union partnership

LEADERSHIP, AFFILIATIONS, AND PROFESSIONAL DEVELOPMENT

KAPPA ALPHA PSI FRATERNITY, INC.

Active Member

EICOP - HBCU IN LA

Alumni Board Member

TELEVISION ACADEMY FOUNDATION

Alumni Fellow