

## RESUME

Jason Luna  
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### **Profile**

I'm an energetic employee with a background in writing and technical skill, and with a functional knowledge of computers and technology. I work very quickly with a fast typing speed and am a creative problem solver with a friendly and energetic personality.

### **EXPERIENCE**

#### **Upright Citizens Brigade - Los Angeles**

Los Angeles, CA  
2017-2020

Improv Actor/Sketch Writer

- Regularly perform improv and musical improv from audience suggestions
- Write and perform comedic sketches on UCB stage

#### **National Comedy Theater**

San Diego, CA  
2018-2019

Theater Administration/Team Member

- Assist audience members with any and all needs
- manage and maintain food and drink supplies for the theater
- clean up the space as needed
- also perform regularly in improv comedy

#### **Accountemps**

San Diego, CA  
August 2018

Data Entry Specialist

- Compiled Excel spreadsheets on behalf of company interests
- typed at a fast rate
- online research

#### **The Bachelor Party**

Los Angeles, CA  
June 2018-December 2018

Production Assistant

- Solved any and all tasks on set, including errands and set/lighting construction
- also worked as 2nd AC, operating clapboard
- designed and built set for movie premiere

### **Rev**

Rev.com

Online

April 2018-June 2018

Online Transcriptionist

- Type detailed transcriptions of audio files
- web research as needed

### **LA Tax Board**

Los Angeles, CA

2017

Office Temp

- Use computer interface to input tax data
- learned multiple input methodologies

### **Cinema Spartan**

([cinemaspartan.com](http://cinemaspartan.com))

San Diego, CA

2016-2018

Staff Writer

- Write professional movie reviews/opinions
- Use Apple Pages/Microsoft Word frequently for work

### **National Comedy Theater**

Burbank, CA

2016-2017

Improv Actor

- performed in weekly improv shows
- helped develop web sketches with fellow castmates

### **Geek Speak Magazine**

([geekspeakmagazine.com](http://geekspeakmagazine.com))

2011-2017

Staff Writer

- Write movie/tv reviews
- Apple Pages/Microsoft Word

**Blue Sky Broadcast**

San Diego, CA

March 2014

Administrative Assistant

-online research

-created excel spreadsheets

**International Screenwriters' Association**

([networkisa.org](http://networkisa.org))

2013- 2014

Script Reader

-helped create and maintain templates in microsoft word

-provided detailed written analysis and feedback on submitted scripts

**Arlington International Film Festival**

Arlington, MA

May 2013- October 2013

Video Editor

-Created and designed advertising video content using Final Cut Pro

-Designed and created graphics to promote the brand

**CourseWorld**

Online educational video archive

June-August 2013

Video Intern

-online research, creating a unique catalog of educational online videos

**The Comment Magazine**

Boston, MA

September 2012-May 2013

Co-editor

-Provided assistance with advertising, photography, and other tasks needed to run a magazine.

-Providing verbal and written feedback on every article that was published.

-Apple Pages/Microsoft Word, photo design/editing

**“Healer”**

San Diego, CA

2012

#### Production Assistant

- On the set of this short film, I purchased food for a full crew, as well helping in making the shoot happen in terms of setting up shots and working with crew

#### **Global Energy Network Initiative**

San Diego, CA

2011-2012

#### Video Editor

- Created professional videos with final cut software
- Designed and filmed video content about the important topic of global energy awareness

#### **UCI Screenwriting Festival**

Irvine, CA

2007-2008

#### Script Reader/Volunteer

- Read submitted scripts and wrote coverage on them
- Helped with setting up the venue and greeting guests
- In 2007, a script I co-wrote was read in the festival

#### **Daniel L. Paulson Productions**

West Hollywood, CA

September 2007-December 2007

#### Script Reader

- Helped create and maintain a template of screenplay analysis/critique.
- Received strong praise on my thoughtful analysis on scripts and continued improvement.
- Microsoft Word

#### **South Coast Metro Alliance**

Santa Ana, CA

June 2007-September 2007

#### Office Intern

- Created documents using different Microsoft Office programs.
- developed phone skills further

#### **University of California, Irvine**

Irvine, CA

June 2006-September 2006

Telemarketer

- Asking for charitable donations to help the school.
- Built up a strong foundation for communicating over the phone.

## **EDUCATION**

New York Film Academy (Class of 2016)  
Master Of Fine Arts (MFA) in Filmmaking  
GPA: 3.78

University of California, Irvine (Class of 2011)  
Bachelor of Arts (B.A.) in English  
Bachelor of Arts (B.A.) in Film and Media Studies  
GPA: 3.35

Promedia Academy

Final Cut Pro X course (2011)

- Learned the ins and outs of professional level editing software. Greatly improved my efficiency as a video editor.

New York Film Academy

6-week course in film directing (2013)

- learned filming on a film and digital camera, got a lot better on final cut pro 7, and directed and did artistic design on films

## **SKILLS**

Microsoft Office (Word, Excel, Powerpoint)

Apple "Office type" software (Pages, Numbers, Keynote)

Video Editing (Avidmedia Composer, Final Cut Pro 5, 7, 9, X)

Final Draft screenwriting software/script formatting

Member of the Screen Actors' Guild

Stand up comedy

Los Angeles

2017- Present

Advanced Improv theater experience

National Comedy Theater, House Team Member, 2018-2019

Upright Citizens Brigade LA 2017-Present

LA Connection Comedy Theater 2016-2017

Groundlings 2011-2012