



Taneshia Jones

“Tea Jones” - IMDB

Screenwriter/Literary Assistant

Burbank, CA

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IMDB & Facebook - Tea Jones

Instagram: [408_emerald](#)

🏠 Profile

Passionate and Driven Screenwriter, Literary Assistant and Talent Coordinator for Afro Animation and Afro Comic Con. Member of WIA (Women In Animation) Currently being mentored by Sarah Wallendjack with PBS.

📁 Employment History

Recruiter at Planet Professional - Los Angeles, CA

April 2022 - February 2024 (Remote) Temp Contract
Full Life Cycle Recruiting, Sourcing, Interviewing Prospective Talent, Job Placements

Recruiter at National Council of Urban Indian Health - Los Angeles, CA

June 2023 - December 2023 (Remote) Temp Contract
Recruited, Sourced, Screened Resumes, Performed Interviews, Managed background checks, Organized staff files

Screenwriter/Literary Assistant at Trujillo Creek Pictures - LA

October 2022 - December 2023
Screenwriter, Literary Assistant, Casting, Acting, Voice Over

Screenwriter/Literary Assistant at Ollie and Panda Films - LA & ATL

January 2018 - December 2023
Screenwriter, Literary Assistant, Script Consultant, Production Assistant, Casting Associate

Recruiting Assistant at AJW Attorney Search - Los Angeles, CA

May 2023 - November 2023 (Remote)
Part-Time Sourcing Attorneys and Associates for multiple law firms, collaborating with colleagues for Attorney needs

Talent Coordinator at Pittmobile Talent Agency - Los Angeles, CA

July 2020 - February 2022 (Remote)
Maintained talent database, Casting Assistant, Submitted actors/entertainers through Actors Access/Breakdown Express, Script Consulting (Agency Closed)

Healthcare Recruiter at CareLinx - Burlingame, CA

March 2020 - May 2020 (Remote - Temp)

Talent Acquisition Recruiter at Adecco Staffing - Santa Clara, CA

November 2016 - May 2019
Recruiting, Sourcing, Administration and Onboarding

Casting Assistant - Los Angeles, CA

Supernanny - ABC, Brainsurge - Nickelodeon

Actress/Background Extra - SF & LA

House M.D., Parenthood, The Matrix Reloaded, Four Christmases, Animation, Voiceover, Hemisphere and Swipe Club on Prime Video and Tubi.

Audience Member

Brainsurge Nickelodeon, The Jennifer Hudson Show, The Masked Singer

Former Radio Personality at KKUP 91.5 - Santa Clara, CA

Health and Wellness Segment

Writer at Debug of Silicon Valley Magazine - San Jose, CA

Music, Arts, Community and Entertainment

🎓 Education

AA in Liberal Arts/ Elementary Education - 2002
Scriptwriting (Final Draft), Gavilan College, Gilroy, CA - 2012

Skills

Screenwriting, Microsoft Office, Outlook, Excel, ATS Recruiting Software, ADP, Sales Force, Final Draft

Pixar - Story Xperiential Program - 2022

Afro Animation & Afro Comic Con - Production Assistant/Talent Coordinator

References at Nickelodeon: Vincent Nwaopara, Allie Woodard, Rheanna Toney