

JACQUELINE DAVIS

Visual Storytelling + Creative Production

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www.jacquelineedavis.com

SUMMARY

Creative media professional skilled in project coordination, various forms of writing, video production, and social media strategy. Experienced in managing content across film, digital, and editorial platforms, ensuring projects stay on budget and on time. Focused on boosting engagement, driving audience growth, and delivering high-quality, impactful content.

WORK EXPERIENCE

Assistant Producer

May 2022 - July 2024

Optimus - Chicago, IL

Managed post-production for film, commercial, and digital media projects; managing editorial, sound design, and graphics to align with client vision, budget, and timelines. Contributed to a Cannes 2024 Grand Prix Award-winning project.

Staff Writer, Video Producer

Dec 2021 - April 2022

Chicago Star Media - Chicago, IL

Conducted interviews and contributed articles for a monthly newspaper. Edited videos and created social media content; boosted social media engagement and attracted a diverse, younger audience.

Freelance Script Editor

July 2021 - Present

MediaFusion Entertainment - New Orleans, LA

Edited full-feature screenplays and made writing contributions to select scripts, including additional scenes and dialogue. Edited and designed digital content; enhanced social media presence and attracted investors for films in production.

On-Air News Producer and Writer

Sept 2020 - May 2021

Loyola University Chicago - Chicago, IL

Wrote and edited scripts for on-air anchors, researched story ideas, and made real-time adjustments for breaking news. Collaborated with producers and anchors to create engaging content, contributing to heightened viewership.

PR, Social Media Coordinator

June 2018 - Sept 2020

Slater Torah Academy - New Orleans, LA

Created digital and print content for parents, staff, and donors. Produced educational & promotional videos, boosting social media engagement while contributing to successful fundraising campaigns.

EDUCATION

(MC) Digital Media & Storytelling

Aug 2020 - May 2022

Loyola University - Chicago, LA

- + Finalist, American Geosciences Institute: Earth Science Week Video Contest 2021
- + Two-time BEA nominee (2020 & 2021) for video production
- + 2021 Student Emmy Nominee in Advertising/PR

(BA) English, (BFA) Film & Media Arts

Aug 2013 - May 2017

Louisiana State University - Baton Rouge, LA

TECHNICAL SKILLS

SOFTWARE

Adobe Suite

Photoshop, InDesign, Premier, After Effects, Acrobat

Microsoft Suite

Outlook, Word, Excel, PowerPoint

Content Management

Wordpress, Squarespace, Mail Chimp, HootSuite, Xytech

Screenwriting & Script Editing

Final Draft, Celtx

INDUSTRY KNOWLEDGE

Copywriting
Social Media Strategy
Social Media Management
Screenwriting
Script Editing
Video Editing
Editorial Writing
Editorial Editing
Project Management
Financing & Budgeting

SOFT SKILLS

Communication
Creativity
Organization
Attention to Detail
Perseverance
Adaptability
Collaborative
Leadership
Teamwork