

Georgia Jade Jones

Client Services & Media Production

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PROFILE

Accomplished storyteller with over three years of experience in media production and client services, specializing in documentary filmmaking and video editing. Certified in Youth Mental Health First Aid, committed to fostering support and expanding access to the arts and education. Successfully lead a team to deliver eight short profile videos for the "Engineering with Nature" documentary series in collaboration with the U.S. Army Corps of Engineers, along with multiple award-winning short films. Proficient in lighting for commercial projects and skilled in capturing dynamic photography during arts events. Brings strong communication, problem-solving, and teamwork skills that translate across creative, service, and community-centered roles.

EDUCATION

Jan 2021 — Jan 2025

Bachelor of Arts - BA in Creative Media Production, University of Oklahoma

EMPLOYMENT HISTORY

Jun 2022 — Aug 2025

Video Editor and Producer, Gaylord Hall Productions

Norman, Oklahoma,
United States

Functioning as a video editor and producer, leading a team of five people on a three year grant documentary project and various short profiles.

- Oversaw the editing and production of video content for multiple projects.
- Utilized advanced editing software to create polished final products with a diverse target audience in mind.
- Played a key role in the production of the 'Engineering with Nature' documentary series in partnership with the U.S. Army Corps of Engineers.
- Worked collaboratively with a team to ensure the successful execution of projects, from initial concept development to final delivery.

Jun 2025 — Jul 2025

Camp Counselor and Photographer, Oklahoma Summer Arts Institute at Quartz Mountain

Lone Wolf, Oklahoma,
United States

Managed photography for camp events while providing guidance to a group of teenagers.

- Captured images of various summer camp activities and performances, showcasing moments of engagement and creativity.
- Provided support and mentorship to a cabin of campers aged 14-18, fostering a positive and inclusive environment.

Oct 2018 — Dec 2020

Hostess Server, KC Steakhouse Bar & Grill

Durant, Oklahoma, United
States

Served as a Hostess Server at KC Steakhouse Bar & Grill, ensuring a positive dining experience for guests.

- Managed guest seating and reservations, optimizing table turnover during peak hours.
- Provided attentive service by greeting patrons, taking orders, and addressing customer inquiries.
- Facilitated an inviting atmosphere by maintaining cleanliness and organization within dining areas.

SKILLS

Adobe Creative Cloud, Google Workspace, Microsoft Office, DaVinci Resolve, Project Management, Creative Problem Solving, Communication Photography Storytelling, Documentary Production, Equipment Management, Customer Service, Client Management, Technical Troubleshooting, Team Leadership

VOLUNTEER & CERTIFICATES

Jan 2025 — Jan 2028

First Aid Mental Health Certificate - Youth

Aug 2021 — Feb 2022

Playback Operator at OU Nightly