



# JANAE THOMPSON

ACTOR  
PRODUCER  
CONTENT CREATOR

## OBJECTIVE

Seeking employment that will allow me to bring positivity, express myself creatively, establish connections, utilize and develop new skills.

## CONTACT DETAILS

P.O. Box 6756  
Portsmouth, Virginia 23703

Email: [janae.thompson@aol.com](mailto:janae.thompson@aol.com)  
Website: [JanaeThompson.com](http://JanaeThompson.com)

Phone: 757-803-7889

## PROFESSIONAL SKILLS

Microsoft Office - Advance  
Adobe Creative Cloud - Intermediate  
Canva - Intermediate

## REFERENCES

Available upon request.

## WORK EXPERIENCE

### PROJECT PRODUCER

"Love West Doc" Impulse Media LLC | March 2021 - Current  
Hire staff, assist with set up/break down, create and distribute release forms and contracts, assist with crowdfunding campaign, and review/organize footage.

### SCRIPT SUPERVISOR

K2K STUDIOS | March 2021

Over saw the continuity of the production regarding lines, costumes, and locations. Organized continuity log and directors' notes.

### PRODUCER

Switch The Web Series | Dec 2019 - Current

Organize and maintain budget, review scripts, create call sheets, organize and complete paperwork, meet deadlines, submit for film festivals and distribution and manage social media accounts. Assist to production staff needs.

### PRODUCTION ASSISTANT

"DUSK" Impulse Media LLC | June 2020

Aided needs of director(s) and production staff, created call sheets, cast talent, organized and maintained budget.

### PRODUCER

"Fine Wine" 48HR Horror Film Project RVA | Oct 2019

Organize and maintain budget, cast talent, scout locations, review scripts, create call sheets, organize and complete paperwork, meet deadlines, complete film festival deadlines.

### PRODUCER

"Back In My Day" 48HR Film Project RVA | June 2019

Attend casting calls, organize and maintain budget, meet deadlines, review scripts, scout locations and assist production staff needs.

## EDUCATION HISTORY

### FULL SAIL UNIVERSITY

Winter Park, Florida | Current

- Digital Cinematography

### AMERICAN MUSICAL AND DRAMATIC ACADEMY

New York, NY | Certificate | Class of February 2017

- Intergrated Musical Theatre Program
- Residential Advisor

### TIDEWATER COMMUNITY COLLEGE

Portsmouth, Virginia | Associates of Science | Class of 2015

- SGA President (Fall 2014 - Summer 2015)
- Student Ambassador

### CHURCHLAND HIGH SCHOOL

Portsmouth, Virginia | Standard Diploma | Class of 2012

- Honor Roll
- Honor Graduate
- Churchland High School Magnet Theatre Program
- Governor's School for the Arts Theatre Department

## OTHER INTERESTS

I have experience in retail, costumer service and hospitality. I value being a service to others as well as representing those who voice have gone unheard.