

**Clayton Barclay Jones**  
(917) 670-8781, cbjones@uci.edu

**EDUCATION**

**University of California- Irvine, The Paul Merage School of Business**

**06/2009**

*Master of Business Administration: Strategy in Media & Entertainment*

- Faculty Fellow Scholarship
- Sports & Entertainment Business Club  
*Co-President*
- Entrepreneurs Association  
*VP of Marketing & Communications*
- Merage Human Resources / Organizational Behavior Club  
*VP of Events*

**State University of New York, New Paltz**

**09/2001**

*Bachelors of Arts, Latin American Studies: Focus in Anthropology*

- Graduated Cum Laude, Dean's List
- Two-year study abroad in Mexico City at La Universidad Iberoamericana

**EXPERIENCE**

**DISCOVERY COMMUNICATIONS, Los Angeles, California**

**08/2008 – Present**

*Talent Relations Intern*

**06/2008 – 07/2008**

- Assisted two Casting Directors and one Business Affairs Executive. Created a talent database effectively organizing and cross referencing entire west coast library of talent and pitches, facilitating tracking of meetings, and automating a large part of the casting process. Searched for talent for all Discovery networks. Participated in casting and pitch meetings, evaluating talent. Shot and edited reels.

**CREATIVE ARTISTS AGENCY, Los Angeles, California**

**07/2008 - 08/2008**

*Film Finance Intern*

- Tracked independent films, identifying attractive prospects for possible U.S. sales representation. Assisted Agents' Assistants on special distribution, packaging and film sales projects. Compiled a Toronto festival guide allowing five Sales Executives to navigate the market, identify properties and better execute their sales goals. Performed research to justify THE WRESTLER's sales strategy, directly relating to its significant U.S. distribution deal. Wrote script coverage for various literary and talent Agents analyzing project / client fit for A list actors and directors.

**OMNIQUEST MEDIA & ENTERTAINMENT, Los Angeles, California**

**05/2008 – 6/2008**

*Talent Management Intern*

- Selected talent for submissions and coordinated auditions and bookings. Managed the daily running of the office while owner was attending Cannes. Rewrote the company business plan allowing the President to better target and market for potential investors.

**MERCER CONSULTING, New York, New York**

**07/2006 - 08/2007**

*National Recruiting Coordinator*

- Coordinated Mercer HR Consulting, Global Investments and Investment Consulting in the recruitment and onboarding of junior through executive-level candidates, contributing to the team's 20% overall performance increase over the previous year.

**OBERON MEDIA, New York, New York**

**05/2006 - 07/2006**

*Human Resources Assistant*

- Posted open positions and performed initial interviews. Filled nine full-time positions through sourcing of passive candidates; four of which became members of the R&D team and key components in Oberon's push to obtain a larger market share.

**DISTINCTIVE PERSONNEL, New York, New York**

**07/2003 - 05/2006**

*Senior Recruiter*

- Interviewed and placed candidates in temporary and permanent positions. Managed clients and designed customized recruiting strategies. Created a tracking system for onboarding healthcare employees in compliance with various distinct insurance standards allowing Distinctive to attract new clients and increase sales volume by over 200%.

**FILM & TELEVISION PRODUCTION, New York, New York**

**Childhood - 09/2006**

*Production Assistant, Camera Assistant, Grip & Electric, Producer, Associate Producer & Professional Actor (SAG, AFTRA)*

- Professional Actor since childhood: credits include national commercials, television, feature films, voice over, and theater. Production experience includes national television, feature film and commercial projects. Resume addendum available.

**ADDITIONAL INFORMATION**

- **Certificate in Producing for Film and Television**, 2005  
NYU, Tisch School of The Arts, New York, NY
- **Certificate in Film Production**, 2005 New York Film  
Academy, New York, NY
- **Certificate in Digital Media Technologies**, 2005 Digital Film  
Academy, New York, NY
- **Level IIB Certificate In Leadership and Goal Setting**, 2003  
Executive Success Training Program, Albany, NY
- **Fluent in Spanish**
- 1 Year International Development Aid Volunteer – constructed  
a school & clean water tank