Jasmine Okafor

Screenwriter Assistant / Writers Room PA

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SUMMARY

Organized and creatively driven screenwriter assistant with 4 years supporting showrunners and staff writers at CBS Studios and Warner Bros. Television. Recognized by showrunner for script research quality on 2 consecutive series. Original spec script accepted for WGA Foundation Library. Proficient in Final Draft, Scenechronize, and Notion-based writers room workflow management.

CERTIFICATES

WGA Foundation Library — Script Collection

2023

WGA Foundation

Original spec pilot accepted into the WGA Foundation library catalog.

Scenechronize Certified User

2022

Scenechronize

Proficiency in production script tracking and distribution platform.

SKILLS

Final Draft (93) Scenechronize (88) Script Formatting (95) Writers Room Logistics (91) Continuity Tracking (89) Script Coverage (86) Notion Workflow Management (84) Research & Fact-Checking (90)

EXPERIENCE

Writers Room Assistant / Script PA

Aug 2022 - Present

CBS Studios

Los Angeles, CA

Room PA and assistant on a 22-episode network procedural.

- Managed all writers room logistics for a 22-episode CBS procedural — distributed scripts, maintained beat boards, and tracked 400+ revision notes across 3 writers
- Researched legal and forensic accuracy for 14 episode scripts; supervising producer credited research in 3 episode commentary tracks
- Submitted original spec pilot to WGA Foundation Library; accepted and catalogued in 2023 collection

Screenwriter Assistant

Jun 2020 - Jul 2022

Warner Bros. Television

Burbank, CA

Assistant to a senior writer-producer on two WBTV drama series.

- Handled daily scheduling, script logistics, and correspondence for a WGA writer-producer across 2 concurrent drama productions
- Formatted and proofread 48 script drafts to WGA/network standard; zero formatting rejections across 2 seasons
- Developed and maintained a digital script tracking system adopted by the full writers room; reduced version-control errors by 35%

EDUCATION

Bachelor of Arts

Chapman University Dodge College of Film and Media Arts

Screenwriting

Orange, CA

Sep 2016 - May 2020

GPA: 3.8

LANGUAGES

English

Native

Spanish

Fluent