

Kyla Mitchell

Dedicated Writer and Production Support | Creative Collaborator | Visual Storyteller

Visit My Portfolio: ThatMitchProductions.com

CONTACT

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Washington, DC - Open to Relocate

EDUCATION

Howard University

Media, Journalism and Film Major with a concentration in Television and Film

African American Studies Minor

- Cumulative 3.60 GPA

- Six-Time Dean's Cathy Hughes School of Communications List Recipient

- HBCU IN LA Summer 2023 and 2024

Cohort Finalist

CLUBS | ORGANIZATIONS | WORKSHOPS

Howard University Spotlight Network

Production Manager

April 2023 – May 2024

- Led the recruitment and coordination of team and fostered collaboration.

- Directed all aspects of production, combining creative vision and logistical planning.

- Managed production workflows.

Howard University Film Organization

Assistant Director

September 2023 – January 2024

- Developed and implemented comprehensive shooting schedules and call sheets for 'Where's Everyone At', an afro-surrealism anthology series created by Howard University undergraduate and graduate students.

- Managed crew time allocation and supervised on-set logistics.

- Contributed to the creative and operational success of a groundbreaking student-led project.

HU TV Pilot Workshop, Remote Workshop Participant

September 2023 – January 2024

- Participated in an intensive workshop led by Josef Sawyer, a Howard University alum and acclaimed writer and producer for *Power* and *Dexter*.

- Conceptualized the development of an original drama pilot, highlighting creative storytelling and scriptwriting abilities.

- Gained direct experience in pitching techniques and networking strategies.

OBJECTIVE

Creative and driven Television and Film (May 2025) graduate with experience in on-set logistics, schedule development, and supporting creative teams. Eager to contribute to high-quality projects while refining storytelling and project management skills.

EXPERIENCE

Nouveau Productions – Washington, DC

Production and Operations Intern: September 2024 - Present

A full-service production and events company.

- Assist with production and talent liaison responsibilities for both filmed and live performances, ensuring smooth operations during load-in, setup, and load-out phases.
- Support project management tasks, including tracking project timelines, budgets, and deliverables, ensuring all milestones are met on time and within scope.

Zuri Productions – Washington, DC

Production Assistant (Freelance Project): June 2024

A non-profit organization bringing visibility to Black visual storytellers.

- Supported production activities by managing craft services, coordinating transportation, running errands, and assisting with logistics.
- Collaborated with the production team to maintain a positive and efficient work environment for all crew members.

At The Movies – Remote

Movie News Researcher Intern: April 2024 – August 2024

An online platform offering movie reviews, upcoming trailers, behind-the-scenes features, and soundtracks.

- Conduct thorough research on upcoming films, providing detailed analyses for publication on the website to help readers make informed viewing choices.
- Curate content by tracking industry trends and offering unique insights on film releases and cinematic developments.

Children's Legacy Theatre – Washington, DC

Film Instructor (Part-time): April 2024 – August 2024

A non-profit organization dedicated to empowering youth through theatre and stage productions.

- Collaborated with the organization to produce the film, *The Last Dying Wish*, and guided students in assistant director roles.
- Crafted production schedules, call sheets, and provided mentorship on film industry standards, helping students understand the creative and operational processes.

Brent Faiyaz LLC – Los Angeles, CA

Creative Assistant Intern: June 2023 – August 2023

- Functioned as a communication bridge between the Creative Directors and other departments to align the artist's vision with compelling visual concepts for music videos.
- Assisted the creative team in overcoming challenges, ensuring projects were completed on schedule.