

# Kyla Mitchell

Dedicated Writer and Production Support | Creative Collaborator | Visual Storyteller

Visit My Portfolio: [ThatMitchProductions.com](http://ThatMitchProductions.com)

## CONTACT

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## EDUCATION

### Howard University

#### B.A Media, Journalism and Film with a concentration in Television and Film

African American Studies Minor

- Magna Cum Laude

- Seven-Time Cathy Hughes School of Communications Dean's 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 the team and fostered collaboration.

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

Detail-oriented TV and Film graduate experienced in production support, scheduling, and creative coordination across fast-paced film and television environments, seeking an entry-level assistant or coordinator role.

## EXPERIENCE

### Howard University – Washington, DC

#### Multiple Roles: Aug 2021 – May 2025

During my tenure, I wrote, produced, and directed my own short documentaries and films, while also contributing as a producer, assistant director, sound mixer, sound grip, and editor on other filmmakers' projects. Explore my portfolio at [ThatMitchProductions.com](http://ThatMitchProductions.com).

### Nouveau Productions – Washington, DC

#### Production Coordinator (Full-time): May 2025 - Present

#### Production Assistant (Part-time): Jan 2025 – May 2025

#### Production and Operations Intern: Sept 2024 – Jan 2025

A full-service production and events company.

- Develop marketing and promotional materials, including event flyers, programs, and pitch decks, while also editing videos that showcase highlights to drive engagement.
- Manage end-to-end talent coordination for filmed and live events, including outreach, communication, contracting, travel logistics, detailed itineraries, and on-site liaison support to ensure seamless participation.
- Track project timelines, budgets, and deliverables to keep initiatives on schedule and within scope.

### Zuri Productions – Washington, DC

#### Production Assistant (Freelance Project): June 2024

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

- Managed craft services, coordinated transportation, and assisted with logistics.

### At The Movies – Remote

#### Movie News Researcher Intern: Apr 2024 – Aug 2024

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

- Researched upcoming films, providing detailed analyses for publication to help readers make informed viewing choices.
- Curated 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): Apr 2024 – Aug 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.

### 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.