

# Mikaylah Smith

Campus: 2222 Campus Box • Elon, NC 27244

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Permanent: Los Angeles, CA 22807

## EDUCATION

**Elon University • Elon, NC**

May 2020

*Bachelor of Fine Arts: Acting*

Honors & Awards: *Elon College Fellow, Alpha Psi Omega, Black Excellence Award (2018, 2019)*

**Study Abroad: Theatre Academy London • London, UK**

August 2018- December 2018

## RELEVANT WORK & INTERNSHIP EXPERIENCE

**Jon Smith, Screenwriter • Los Angeles, CA/ Remote**

June 2020 - Present

*Personal Assistant*

- Coordinate busy schedule of production meetings, director auditions, and publicity interviews
- Maintain monthly budget report of household spending for family of 4
- Efficiently provided outreach to directors and producers via phone, email, and Zoom
- Ensure all household cleaning logistics taken care of, including obtaining dry cleaning, preparing meals, and vacuuming daily

**Department of Performing Arts • Elon University**

September 2016 - May 2020

*Office Assistant*

- Served as point of contact for all visitors to department
- Developed marketing materials to publicize upcoming events and performances
- Communicated effectively between university faculty and students to promote ideas for promotional materials

**Avalon Artists Group • Los Angeles, CA**

May 2017 - August 2017

*Intern*

- Processed contracts and upload pictures and resumes of clients to database for review
- Called talent to inform them of new assignments
- Provided excellent service to customers by answering phone calls and addressing inquiries

## UNDERGRADUATE RESEARCH EXPERIENCE

**Elon College Fellows Research • Elon University**

August 2019 - May 2020

*“Examining the role of actors of color in modern Shakespeare”*

- Identified and examined the history of black-identified actors in Shakespearean productions in the United States
- Compared findings to modern day representation of actors of color in modern music theatre to identify trends and problematic casting considerations
- Wrote recommendations for casting directors which is under revision for publication

## CAMPUS INVOLVEMENT

**Please Clap Improv • Elon University**

February 2018 - May 2020

*Fundraising Committee & Member*

- Successfully managed budget of \$1,000 per semester and encourage patron donation through creative marketing campaigns
- Collaborated with 9 other performers to produce quality entertainment by using improv techniques

## SKILLS

**Technology:** Microsoft Office, Access, Adobe Premiere & Photoshop