

Mikaylah Smith

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EDUCATION

Elon University • Elon, NC May 2024

Bachelor of Fine Arts: Acting

Honors & Awards: Elon College Fellow, Alpha Psi Omega, Black Excellence Award (2023)

Study Abroad: Theatre Academy London • London, UK Fall 2022

RELEVANT WORK & INTERNSHIP EXPERIENCE

Jon Smith, Screenwriter • Los Angeles, CA/Remote June 2023 - 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

Department of Performing Arts • Elon University September 2021 - May 2023

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 share ideas for promotional materials

Avalon Artists Group • Remote Summer 2022

Intern

- Processed contracts and upload pictures and resume of clients to database for review
- Informed talent 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 2022 - May 2023

“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 2022 - Present

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