

BOYD JACKSON MIZELL

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SUMMARY OF QUALIFICATIONS

- Over 15 years experience working with various types of media and in different roles to include, but not limited to: Operations Management, Production, and Directing.
- Knowledgeable in creating booking sheets, maintaining contact information, album and song information.
- Skilled at maintaining daily communication with point person to stay on top of plugs, album sales information and other pertinent information.
- Proficient in Microsoft Word, Microsoft Excel, Microsoft Power Point, Avid, Apple Final Cut, Radio/TV Traffic Systems and Automation Systems, and Audio Editing Software.
- Ability to confer with technical directors, managers, crew members, and writers to discuss details of production, such as photography, script, music, sets, and costumes.
- Highly effective at establishing pace of programs and sequences of scenes according to time requirements and cast and set accessibility.
- Experience at supervising and coordinating the work of camera and sound crewmembers.
- Ability to provide administrative support of the music department, including answering phones, directing call, maintaining calendar, expense reports, filing, distributing mail, and clearing all guests.
- Experience with checking daily ratings and updating the Ratings book for Music Producer.
- Provide confirmation letters for all guest appearances on the show.
- Proficient at directing live broadcasts, films and recordings, or non-broadcast programming for public entertainment or education.
- Skilled at typing note sheets including all details about a band or guest appearance on the show.

EDUCATION

- **Bachelor of Science, Major: Film**, Full Sail University, Winter Park, FL, 2010

PROFESSIONAL EXPERIENCE

Director/Sound

- “Lady Looting Martian Invaders,” Short Film, Full Sail University, 07/09-08/09

Lab Assistant

- Make-Up for Motion Pictures, Full Sail University, 12/09-10/10

Unit Production Manager

- “I Am Andy Blake,” Short Film, Full Sail University, 06/10-07/10

Casting Secretary

- “Lady Looting Martian Invaders,” Short Film, Full Sail University, 07/09-08/09
- “The Legend,” Short Film, Full Sail University, 06/10-07/10
- “Orpheus,” Short Film, Full Sail University, 02/10-03/10
- “I Am Andy Blake,” Short Film, Full Sail University, 06/10-07/10

Video Tape (VTR) Operator

- HD Production, Full Sail University, 11/09-12/09

Sound Mixer

- “Medieval Times,” Documentary, Full Sail University, 09/09-10/09

Operations Manager

- WGEA-AM, 01/92-09/2011
- WRJM-FM, 01/92-10/08
- WRJM-TV, 01/99-12/03

Make-Up

- “Period,” Short Film, Full Sail University, 02/10-03/10

Sound Mixer/Make-Up

- “The Legend,” Short Film, Full Sail University, 06/10-07/10
- “Orpheus,” Short Film, Full Sail University, 02/10-03/10

ADDITIONAL INFORMATION

- Equipment Owned: Final Cut Studio 2, Adobe CS4, Vector Works 2009, and Final Draft 8.