

Mychea

Writer, Production and Development Coordinator

www.mychea.com

202.352.0271 - iammychea@gmail.com

OBJECTIVE

Self-motivated individual with high-performance standards and strong emphasis on goals, deadlines, and quality of work. Looking for a position utilizing my diverse writing, film production, design, and administrative background.

PROFESSIONAL SUMMARY

Highly experienced creative writer, executive administrative professional, desktop publisher, word processor, graphic designer, and web content manager. Extremely motivated, creative and knowledgeable with a commitment to customer service, ability to create and modify templates, styles, forms and layouts in short or long documents, talent for crafting effective graphic presentations, skill for training, and troubleshooting, and facility with a wide variety of software. I specialize in publication design and production including high-end bookwork, brochures, and other print projects. I employ industry standards for effective preparation of pre-press files resulting in efficient, cost-effective printing.

QUALIFICATIONS

Computer Skills: Adobe Creative Suite CC (Illustrator, Photoshop, InDesign, Dreamweaver, Premiere Pro), Outlook, Microsoft Office XP (Word, PowerPoint, Excel, Outlook), SharePoint/Privia, Social Media Marketing (LinkedIn, Twitter, YouTube, Facebook, Instagram), Google Analytics, Concur, Quark Xpress, Raiser's Edge, Salesforce CRM, Quick Books Pro, Adobe Reader and Acrobat, Types 65 wpm

HIGHLIGHTS

- Microsoft Office Suite
- Adobe Creative Suite
- Producer
- Photography
- Graphic Arts Design
- Meeting Planner
- Magazine Print Design and Illustration
- Brochure and Newsletter formatting
- Digital Illustration
- Directing
- Budgeting
- Videographer
- Writer
- Advertising
- Marketing
- Press and Post Release Writer
- Website Content Writer
- Published Author
- Public Relations
- Product/Campaign Launch
- Social Media Promotions

ACCOMPLISHMENTS

Author of 11 fiction novels and 2 eBooks, also the writer and producer of 3 stage plays and 2 web series that were produced and filmed in Maryland and DC. Launched from Ground Zero to Published, an online writing and publishing course to help individuals looking to self-publish books or publish the traditional way. Videos currently viewable on YouTube on Channel Mychea.

RELEVANT QUALIFICATIONS

- Novelist and Guest Blogger on multiple web sites
- Screenwriter and Playwright
- 10 years of functional experience working on various Desktop Publisher assignments
- Experience in creating simple and complex documents using a variety of software
- Knowledge of typesetting/book formatting, developing presentations and advertising campaigns
- Writing Press and Post Release for Newspaper and Radio
- 10+ years of calendar management
- Travel arrangement experience
- Email and Office Correspondence
- Responsible for the publication schedule to establish production deadlines
- Event Planning Background
- Controls and tracks text and graphics using documented processes, ensuring version control

NOVELS

- Someone's Gonna Get It (2017)
- Omega (2017)
- U Promised 2 (2017)
- My Boyfriend's Wife 2 (2016)
- He Loves Me, He Loves You Not 5 (2015)
- He Loves Me, He Loves You Not 4 (2015)
- U Promised (2014)
- He Loves Me, He Loves You Not 3 (2014)
- My Boyfriend's Wife (2014)
- He Loves Me, He Loves You Not 2 (2013)
- He Loves Me, He Loves You Not (2012)
- Vengeance (2010)
- Coveted (2010)

FILM PRODUCTION

- He Loves Me, He Loves You Not Web Series (2021, YouTube – Writer, Producer and Cameraman)
- Coveted Web Series (2016, YouTube - Writer)

THEATER PRODUCTION

- My Boyfriend's Wife (2016, You Tube)
- He Loves Me, He loves You Not (2013, 2014)
- Coveted (2011 – 2012, YouTube)

WORK HISTORY

ViacomCBS – October 2021 – Present

Senior Writer

- Create, edit, and revise external-facing and in-house scripts for all larger presentations, including semiannual partner presentations
- Collaborate with Franchise Planning, Global Creative Group, Franchise Story Group and Retail
- Marketing to ensure cohesive brand story and overall business alignment
- Work closely with the Creative Director for Partner & Retail Content & Design and the Director of Production to develop story and create blocking decks for our annual Partner Events, Sales Materials & Pitch Presentations needed for our portfolio of properties
- Partner with SVP, Franchise Story Team to forecast priorities for future Partner Events based on
- strategy and long-range plans
- Brainstorm visual and copy options during the ideation phase
- Conduct research as needed to support the script writing process
- Oversee all stages of script development, from outline and blocking deck to final presentation
- Ensure that all scripts have a logical flow, engaging storytelling and appropriate brand language
- Attend feedback sessions and make revisions suggested by the senior leadership team
- Manage any out-of-house writers hired for script writing.

Novelist/Screenwriter/Playwright – May 2010 – Present

- Creative writer and blogger
- Film editing and producing
- Artist management (actors, directors, producers, singers, etc.)
- Production management (film, stage plays, web series)
- Press and Post Releases
- Develops and implements social media strategies providing up-to-date best practices
- Manages social media accounts by creating content on a daily/weekly/monthly basis
- Maintains and updates website
- Creates and sends e-blasts
- Monitors Google Analytics and other back-end reporting mechanisms to structure reporting in line with social media best practices
- Provides responsive and proactive strategies for media coverage and other outreach strategies to boost reputation and social media presence
- Keeps track of all media coverage and maintains all clippings
- Produces and designs press kit materials, fact sheets, contact sheets, and other press-ready information
- Responds to requests for information from the media
- Schedules meetings and interviews with the press
- Coordinates special events
- Compiles media lists as well as creates media clips
- Manages timelines and deadlines

EDUCATION

Bachelor of Science in Graphic Design – Art Institute of Pittsburgh, Graduation Date – June 18, 2018

Masterclass – James Patterson – Writing Class Fall 2016

SOFTWARE

Outlook, Microsoft Office XP (Word, PowerPoint, Excel, Outlook), Adobe Creative Suite CC (Illustrator, Photoshop, InDesign, Adobe Reader, Acrobat, Dreamweaver, Flash and After Effects), Social Media Marketing (LinkedIn, Twitter, YouTube, Facebook, Instagram, SnapChat), Google Analytics, Concur, Quark Xpress, Raiser's Edge, Salesforce CRM, Quick Books Pro, Types 65 wpm

MEDIA/INTERVIEWS/APPEARANCES

<i>James River Writing Show</i>	September 2018 Writing Show: Hybrid Authorship: Traditional Publishing, Indie Publishing, and How Together
<i>Illustr8Radio's Podcast</i>	September 9, 2015, Author's Corner
<i>Bronze Magazine</i>	July 2015, Fiction Authors You Need to Know
<i>Emerge Magazine (US)</i>	June 5 2015, Vol. 1, Iss. 1, pg. 66-67, by: Tiffany Boyle, "Write, Write, Write"
<i>Blog Talk Radio</i>	2014, Cristana K interview with Author Mychea
<i>Afro Newspaper (US)</i>	June 29, 2011, by: George Barnette, "Pr. George's Native Writes Herself on Stage"
<i>WHUR 96.3</i>	Radio Interview with Sean Plater
<i>WPGC 95.5</i>	Radio Interview with Guy Lambert

SOCIAL MEDIA

LinkedIn	https://www.linkedin.com/in/mychea
YouTube	https://www.youtube.com/mychea
Instagram	https://www.instagram.com/authormychea/
Facebook	https://www.facebook.com/AuthorMychea
Twitter	https://twitter.com/AuthorMychea
Snapchat	https://www.snapchat.com/add/author_mychea