

MIMI VAN DYKE

CREATIVE PRODUCER

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FILM PRODUCTION

ONE MAN FILMS, BOSTON MA

Producer: *The Bathtub Man* Jan - May '25

- Cast all actors and assisted in crew hiring
- Organized the filming schedule and permit permissions
- Ran a marketing campaign for the film on Social Media

LEXINGTON PRODUCTIONS, BOSTON MA

Producer: *The Sundowner* Jan '24 - Present

- Managed crew contracts, and prop/equipment rentals
- Oversaw the crew hiring process
- Ran fundraisers and assisted with budget allocation

EMERSON INDEPENDENT VIDEO, BOSTON MA

Executive Producer: *The Inmate* Mar - Nov '23

- Hired a cast and crew of 25 aspiring filmmakers
- Acquired locations and permits for filming
- Ran a fundraising campaign and distributed a budget

INDEPENDENT SHORT FILM

Writer & Director: *Stella* August - November '23

- Wrote and directed a short horror film.
- Worked closely with PD to dress sets, source props, and navigate rental facilities
- Acted as a creative EP

STUDIO TV PRODUCTION

EMERSON INDEPENDENT VIDEO, BOSTON MA

Associate Producer: *Boylston Report, Blind Dining, Criminal Acts* Sept '22 - May '24

- Produced three studio shows across two years
- Took on various interim roles on short notice, including stage manager, set designer, and camera operator
- Created Graphics and Lower Thirds for the shows

Writer: *Blind Dining* Jan - May '23

- Staff writer for season two of the game show

EDUCATION

MS IN TELEVISION
BOSTON UNIVERSITY '26

BA IN MEDIA ARTS PRODUCTION
EMERSON COLLEGE '25

Summa Cum Laude

Gold Key International Honor Society

Dean's List 2021-2025

SKILLS

HARDWARE

ETC Elements Light Board, Grass Valley Switcher, Canon C70, ARRI HMI Lights, ETC Source Four 750 W, Aladdin Bicolor RGB LED, Joker Bug HMI

SOFTWARE

Full Adobe Creative Suite, Google Docs, Slides, Sheets, Microsoft Office Suite, Final Draft

ADMINISTRATIVE

Critical Thinking, Customer Service, Tech Support, Office Admin

CREATIVE

Screenwriting & Script Coverage, Storyboarding, Call Sheets & Scheduling, Logistics & Crew Management

INTERNSHIPS

LYRICAL MEDIA, LOS ANGELES CA

Development Intern Aug - Dec '24

- Completed regular script coverage
- Took notes for company meetings
- Researched and reviewed existing IP

ACMi, ARLINGTON MA

General Production Intern May - Aug '23

- Produced studio programming
- Worked studio and control room positions
- Wrote and produced a mockumentary miniseries