

MIMI VAN DYKE

CREATIVE PRODUCER

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FILM PRODUCTION

LEXINGTON PRODUCTIONS, BOSTON MA

Executive Producer: *The Sundowner* Jan - Oct '24

- 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

STUDENT FILM: STELLA, BOSTON MA

Writer/Director Oct '23

- Wrote and directed a short period horror film
- Organized a crew of 15
- Worked closely with production design and wardrobe to create mid-20th Century aesthetic

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 each show

OFFICE EXPERIENCE

EMERSON COLLEGE, BOSTON MA

IT Help Desk Student Manager Feb '22 - Present

- Advises students, faculty, and staff on technical issues
- Troubleshoots Emerson's internal systems
- Oversees the work of student employees

EDUCATION

EMERSON COLLEGE '25

BA in Visual Media Arts Production

GPA 3.99

Gold Key International Honor Society

Dean's List 2021-Present

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, Story boarding, 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