



MYKAEL ROLAND

FREELANCE WRITER | WORDSMITH |

OBJECTIVE

To apply my writing, multimedia, and project management skills in diverse fields.

SKILLS

In addition to gaining her bachelors in creative writing, Mykael worked as an executive and virtual assistant to CEOs in various disciplines as well as providing various services to the entertainment industry during both pre-production and production stages, which have afforded her the following skills, including but not limited to:

- EDITING/PROOFREADING
- FINAL DRAFT
- ADOBE CREATIVE CLOUD
- MICROSOFT OFFICE
- PROJECT DEVELOPMENT
- PROJECT/PRODUCTION MANAGEMENT
- SCRIPT SUPERVISING

EXPERIENCE

FREELANCE WRITER • JANUARY 2020 TO PRESENT

Working with private clientele that array from CEOs to authors in various disciplines from entertainment to asset management to aviation and drone piloting in a multitude of writing, editing, and development capacities. Including but not limited to: proofreading/editing, formatting business letters and proposals, writing and/or updating company and personnel bios, developing and formatting company/client ideas, transcribing writing and formatting autobiographies and other novel concepts, etc.

EXECUTIVE ASSISTANT • TIMELESS GROOVE LLC • JUNE 2020 TO APRIL 2023

Managed and delegated client requests and scheduling to concur with Timeless Groove resources via subsidiaries. By transcribing conversations, managing projects, creating marketing material, generating personalized agreements and bios along with a multitude of other responsibilities.

STUDIO MANAGER • TIMELESS GROOVE LLC • MAY 2021 TO SEPTEMBER 2021

Maintained the day-to-day image, inventory, projects, client relations and scheduling between the clientele and studio resources. Transcribed conversations, assisted in developing ideas, and producing content.



MR

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SKILLS CONT.

- SCRIPTWRITING
- CONFLICT RESOLUTION
- HOSPITALITY
- CLIENT RELATIONS
- CONFIDENTIALITY ASSURANCE
- MEDIA/MARKETING PRODUCTION
- CONTRACT/AGREEMENT DRAFTING
- PROPOSAL WRITING

CREATIVE WRITER INTERNSHIP • SPELLZ PRODUCTIONS • JANUARY 2020 TO DECEMBER 2020

Regularly wrote and presented original shorts outside of school assignments for evaluation and review in addition to brainstorming, developing, and formatting team ideas. Also studied under script/continuity supervisors on sets and was the script supervisor on multiple music and film sets as well as assisting in casting directing.

EDUCATION

BFA IN CREATIVE WRITING • FULL SAIL UNIVERSITY 2022

While attending Full Sail, Mykael was inducted into the National Society of Collegiate Scholars in December 2020. She also was the co-producer of the school's creative writing club's podcast from February 2022 until May 2022.



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FREELANCE WRITER | WORDSMITH |

AS IN LIBERAL ARTS • ROWAN COLLEGE AT BURLINGTON COUNTY 2018

VOLUNTEER EXPERIENCE OR LEADERSHIP

CO-PRODUCER IN FSU CREATIVE WRITING CLUB PODCAST

As the co-producer of Full Sail's Creative Writing Clubs podcast, duties included interviewing guests, editing audio into standard podcast format, and uploading the media with detailed descriptions.



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