

J Celene Mitchell

Film Producer | Coordinator | Business League Operator

I know how to deliver on a quick turnaround reliably and have made myself an indispensable asset on *every* project I've ever been involved with. A highly motivated worker, I have proactively gained (and continue to seek out and gain) a wide range of accounting and corporate operational experience. With a unique blend of knowledge and skills; I give a high-degree of value to any venture I become involved with.

ADDITIONAL QUALIFICATIONS	SELECTED EXPERIENCE
<p>Board Member Motion Picture Association of Utah Industry advocacy and lobbying for the film industry in the state of Utah. Managing organizational needs for an organization of several hundred members.</p> <p>Director of Operations The Glass Lookers Created founding documents and manages operations and finances for a business league advocating for minority special interests in the film industry sector.</p> <p>Bachelor's Degree Brigham Young University Media Arts Studies</p> <ul style="list-style-type: none">◆ Paperwork & organization fiend◆ Proactively compliant with regulations and policies◆ Self-sufficient problem-solver◆ Constantly sharpening skillset◆ Quick learner; adaptable◆ Collaborative and good with meetings and communications	<p>Producer Performed high-level business needs such as: entity formation; annual tax filing; accounting; fulfilling union and federal regulatory requirements; creating agreements and negotiating with vendors, locations, cast, and crew; ensured proper chain-of-title; prepared final deliverables necessary for distribution sale and exhibition.</p> <p><i>The Angel</i> Burgindie Short 2024 – Producer <i>Java Jive</i> Burgindie Short 2024 – Producer <i>CRYO</i> Saban Films Feature 2022 – Associate Producer <i>The Next Door</i> Burgindie Short 2016 – Producer</p> <p>Production & Art Department Coordinator Coordinated efforts of production and departmental offices for projects of multiple budget levels and different regulatory requirements; adapted to processes that vary project to project. Liaison for the accounting department on behalf of vendors and internal crew members.</p> <p><i>Horizon Chapter 2</i> Independent Feature 2023 – Const. Auditor <i>Horizon Chapter 1</i> Independent Feature 2022 – Const. Auditor <i>Fallout</i> Amazon Video UT Unit TV 2022 – Asst Prod. Coordinator <i>Gonzo Girl</i> Independent Feature 2022 <i>Holiday Wars – Season 3-6</i> Food Network TV 2021-24 <i>Halloween Wars – Season 11-15</i> Food Network TV 2021-24 <i>Sister Swap: Christmas in the City</i> Hallmark TV Movie 2021 <i>Sister Swap: A Hometown Holiday</i> Hallmark TV Movie 2021 <i>Holly & Ivy</i> Hallmark TV Movie 2020 <i>The Christmas Bow</i> Hallmark TV Movie 2020 <i>Square</i> Ghost Robot Commercial 2022 – Prod. Coordinator <i>The Nameless Days</i> Independent Feature 2019 – Prod.Coordinator BYU Sunday Programming Monument/BYUtv 2019 – Office PA</p> <p>HR Administrator – Helpside 2018 Managed paperwork and communications with over 700 companies. Proficient in employment law and human resource practices.</p>