

Kaya Jordann Smith-Burgess | Production Assistant

kayajordann1@gmail.com | 919-805-6310 | kayajordann.com | [linkedin.com/in/kayajordann](https://www.linkedin.com/in/kayajordann) | open to relocate

Relevant Skills:

Adobe Premiere Pro
Equipment Assembly
Budget Management
Photography
Videography
Talent Coordination
Canon/Sony Camera
Script Supervision
Professionalism
Organization
Learning Quickly

Additional Projects:

End the Cover Girl- feature pitch presented to WBD exec

Mauka to Makai- 6-min doc, filmmaker and editor

Playin' Games- short film, co-director and gaffer

Do You Love Her Now- music video, director, writer, editor

Table for Two- short film; writer, director and editor

Sanguine- horror short film; writer, director and editor

Honors and Programs:

Emma Bowen Foundation: fellowship program dedicated to supporting students of color entering entertainment and tech, about 150 selected of thousands of applicants

UNC Hollywood Internship Program: summer mentorship and internship program in Los Angeles, select students accepted

Hussman International Projects: 6-minute documentary filmed in Hawaii

Production Experience:

The CW's My American Story | Production Assistant

- Assisted in recruiting talent, building sets, transporting equipment, craft service

Whatever Happened to Baby J | Production Assistant

- Supported live production of Whatever Happened to Baby J, starring Jodie Sweetin and Drew Seeley

Asa Nisi Masa | Production Assistant, Art Production Assistant

- Kept craft services organized, coordinated with talent, supported set decoration, and assisted in transporting equipment in production of a 10-minute short film

BiKE | Production Assistant, Script Supervisor

- Supported cinematographer in coordinating shots and adhering to shotlist, monitored script for continuity errors in production of short film

Mauka to Makai | Filmmaker and Editor

- Videographer and editor on 6-minute documentary shot in Maui, HI

Disney/ABC/WTVD | Marketing and Production Intern

January 2026-Present

- Direct, pitch, produce and edit on-air promos and social for ABC11 news

Foster Family Alliance of NC | Producer, Videographer, Editor

June 2024-January 2025

- Conducted and filmed interviews in production of 5 promotional videos

Lightwood Studios | Director and Crew

- Co-director and co-cinematographer on 7-minute short film
- First AC, Gaffer, Boom Op, BTS Photographer and Archivist on 30-min film

Shadowing/Set Experience:

CBS' The Neighborhood

- Shadowed showrunners in writer's room, at a table read and on sitcom hot set

TBS' Foul Play

- Shadowed producers in the control room and on set of Anthony Davis' prank show, produced by the Impractical Jokers

The Today Show

- Attended studio set, kitchen, and talent room

Riverdale

- Shadowed a writer on hot set of Riverdale in Vancouver, CA

Apple TV's Shrinking

- Shadowed a Producer's Assistant on the set of Shrinking

Education:

University of North Carolina at Chapel Hill

B.A. in Media and Journalism, Advertising and Public Relations Concentration

May 2026 Graduate | **3.7 Overall GPA**