

MAWAHIB ISMAIL

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EDUCATION

University of Washington, Seattle, WA
BA in Political Science / Cinema and Media Studies
Awards: Princeton Prize in Race Relations

WORK EXPERIENCE

Hooyo Macaan Film, *Director, Writer, Actor*, Seattle, WA August 2023- PRESENT

- Directed and wrote the short film "Hooyo Macaan," managing all aspects of production from script development to final cut.
- Coordinated with a multicultural cast and crew, fostering a collaborative and inclusive production environment.
- Managed and organized production equipment and materials.
- Ensured all production paperwork was completed and filed correctly.
- Pulled together model packages and ensured all necessary details were included.

Baby Fat Productions Seattle, WA January 2023- July 2024
Co-Producer

- Assisted with pre-production and on-set needs, including creating and distributing call sheets for production.
- Maintained and updated contact sheets regularly.
- Processed invoices and assisted with budget tracking, ensuring accurate expense entry and tracking.
- Organized catering for shoots with appropriate vendors.
- Managed the setup and breakdown of production-related items at shoots.
- Coordinated travel arrangements for production staff and talent.
- Ensured all production paperwork was completed and filed correctly.

Leaping Ahead in Film, Television & Streaming (2023) *Co-producer*, Seattle, WA May 2023

- Organized interviews and coordinated the production crew
- Created and distributed call sheets to ensure smooth operations
- Managed post-production tasks, including handling invoices and payments
- Worked closely with industry professionals to deliver a high-quality project offering insights for aspiring filmmakers

SKILLS AND INTERESTS

- **Applications:** Microsoft Office Suite (Word, Excel, PowerPoint), Mac systems, Google G Suite, Canva Pro, Social Media Platforms (Instagram, Twitter, Facebook, LinkedIn, TikTok)
- **Languages:** English (Native), Somali (Proficient)
- **Skills:** Pre-production Coordination, Equipment Management, Production Paperwork, Event Planning, Project Management, Storytelling, Public Speaking, Collaboration, Relationship Building, Communication, Vendor Coordination, Budget Tracking, Staff Management, Event Marketing, Donor Engagement, Outreach, Policy Advocacy.
- **Interests:** Films, Books, Book to film adaptations, TV, Reality TV, Pop culture, Pop culture reporting, R&B music, Fashion, Bravo, The intersection of Blackness and pop culture.