

---

# ZAKIYA M. OUSLEY

---

Atlanta, GA | [zakiyaousley@gmail.com](mailto:zakiyaousley@gmail.com) | (510) 847-8386

## PROFILE

Creative thinker, performance-driven, and motivated professional, with a strong educational foundation and experience in the entertainment industry. Equipped with exceptional writing proficiency and impeccable verbal, written, research and presentation skills. Personable with a positive attitude and desire to learn and acquire new knowledge and abilities. Possesses a keen eye for detail and the capability to multitask in a fast-paced environment. Technically savvy, and proficient in Final Draft, all social media platforms, Microsoft Office Suite, Mac, Google Drive, and Canva.

## EXPERIENCE

### **Production Assistant | The Zeus Network**

*Baddies Africa Auditions, Atlanta, GA, January 2025*

### **Administrative Assistant (contractor) to Brad Litchenstein, Director**

*371 Productions, Atlanta, GA, October 2024 - December 2024*

Provided administrative support to the director. Managed calendars and prioritized coordinating meetings and corporate travel. Prepared expense reports and reimbursements. Liaison with all production teams, agents, accountants and vendors. Provides research and development materials for development and production teams.

### **ASSISTANT TO W. KAMAU BELL, EXECUTIVE PRODUCER**

*WKB Industries/Boardwalk Pictures, Oakland, CA, January 2022 - December 2023*

Managed master calendar and scheduled appointments and appearances. Organized, prioritized, tracked, and responded to emails, and calls. Liaison with all managers, agents, lawyers, and business partners. Coordinated corporate travel. Tracked and managed internal grids for organization, such as pitch and development grids, agency/network mandates, other 3rd party conferences/industry events, and personnel lists/tracking (i.e. directors, producers, editors, and other key staff). Provided coverage of creative submissions such as reading, evaluating, and synopsisizing incoming creative materials, as well as tracking submissions for the department. Note-taking during creative meetings. Provided creative research and assisted with curating and generating creative materials. Liaison with marketing and publicity team members to strategize for upcoming events and share necessary documents/photos/etc.

### **ASSISTANT TO THE DIRECTOR | HBO DOCUMENTARY**

*1000% ME: GROWING UP MIXED, OAKLAND, CA, NOVEMBER 2021 - OCTOBER 2022 | 2023 CHILDREN'S & FAMILY EMMY AWARD WINNER*

**ASSISTANT TO THE HOST | ABC NETWORK**

*WHAT WOULD YOU DO? SEASON 16*, MOBILE, AL, AUGUST 2023

**VOICE OVER TALENT | J.E TALENT AGENCY MAY 2021 - CURRENT**

VOICE ACTOR FOR TONIES *TONIEBOX*

**PRODUCTION COORDINATOR, INDEPENDENT DOCU-SERIES**

*COVID IN BLACK*, OAKLAND, CA, JUNE 2021 - DECEMBER 2021

**WRITER/CREATOR/PRODUCER, WEB SERIES, PRE-PRODUCTION**

*MACARTHUR BLVD: A WEB SERIES* | - Oakland, CA

**EDUCATION**

**ACADEMY OF ART UNIVERSITY, 2013**

MFA, MOTION PICTURES AND TELEVISION: SCREENWRITING

**CLARK ATLANTA UNIVERSITY, 2008**

B.A, POLITICAL SCIENCE