

ALYSHA MENAKAYA

Work Experience

The Walt Disney Company Los Angeles, CA
Writer's Assistant - *Grown-ish*, S6 Present

- Transcribe and maintain comprehensive notes for scripts, outlines, and jokes.
- Assist executive producers and staff writers with research materials essential to content creation.
- Coordinate, traffic, and log the distribution of notes, outlines, various script drafts, and relevant production updates to the studio, EPs, producers, and staff writers.

BIPOCalypse Los Angeles, CA
Creator/Producer Present

- A recurring live stand-up comedy show dedicated to BIPOC comedians. Hosted by Menakaya Productions, LLC.

The Walt Disney Company Los Angeles, CA
Unit Production Manager's Assistant - *Station 19*, S6 August-December 2022
Director's Assistant - *Station 19*, S6 September-October 2022

- Assisted the UPM on set and in the production office.
- Interim assistant to two directors on set and in the production office

High Profile Actress/Comedian Los Angeles, CA
Personal/Executive Assistant May-June 2022

- Supported the execution of a live standup comedy tour with local and international travel.
- Supported the execution of an HBO standup/sketch comedy special on set and in the writers' room.

HBO Los Angeles, CA
Showrunner's Assistant - *Perry Mason*, S2 August 2021-May 2022

- Supported the showrunners/head writers on set.
- Conducted the writer's room virtually and in person.
- Created research reports on historical topics.

Education

University of Southern California Los Angeles, CA
Masters of Fine Arts: Film & Television Production September 2017 - May 2020

Simmons College Boston, MA
Bachelor of Arts: English & Communications (dual major) September 2009 - May 2013

Scholarships & Accolades

- **George Lucas Diversity Scholarship** - University of Southern California 2017-2020
- **USC Jack Oakie Comedy Festival** - 1st Place - *Finding Negro* 2018
- **American Black Film Festival Comedy** - Audience Award - *Club Beige* 2021

Skills

Directing, Screenwriting, Comedy Writing, Development, Single/Multi-Camera Production, Script Supervisor, Administrative Assistance, Pitch Decks, Airtable, Social Media, Hosting, Artemis Pro, Philanthropy, Premier Pro, DaVinci Resolve, Movie Magic Scheduling, Costumer Service, Event Planning, Certified C19CO Officer, Studio System, Studio Binder, Sprout Social, Sprinklr, Hootsuite, Scenechronize.