

Terry Mitchell, CAPM

Screenwriter - Project Manager

www.terry-mitchell.com

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Linkedin.com/in/TerryMMitchell

RELEVANT EXPERTISE

- Project Management
- Workflow Organization
- SQL/Database Management
- Attention to Detail/Proofreading
- Analytics Reporting
- Process Improvement
- Business Development
- Accounting
- CRM Administration
- Pre-Production Experience
- Content Management
- Script Writing
- Note Taking

SOFTWARE KNOWLEDGE

- MS Office Suite (Word, Excel, etc.)
- Google Suite (Docs, Sheets, etc.)
- Power BI
- Salesforce
- Final Draft
- Adobe Photoshop
- Vegas Pro
- Toon Boom Storyboard Pro 22
- Audacity

PROFESSIONAL CERTIFICATION

- Project Management Institution
Certified Associate in Project
Management
Obtained - June 2019

EDUCATION

- University of Texas at Dallas
MS. Business Analytics and MBA
Admitted – September 2025
- Florida Gulf Coast University
B.S. in Computer Information Systems
Graduated - May 2014

MEMBERSHIPS/VOLUNTEER WORK

- Dallas Screenwriters Association
- Good Shepherd's Catholic Community
- Social Events Director
- Equest Therapeutic Horsemanship

RELATIVE EXPERIENCE

Freelance Screenwriter *(April 2022 – Present)*

- Managed a proof-of-concept animatic project with storyboard and concept artist that was delivered on time and on budget.
- Have written numerous animated speculative scripts ranging from features, pilots and shorts.
- Reviews and provides feedback and recommendations for aspiring storytellers and their screenplays.
- Top 5 Finalist for Final Draft's Big Break Screenwriting Competition 2023.
- Austin Film Festival Second Rounder two years in a row.

Write for Animation

Digital Media Writer *(June 2024 – Present)*

- Creates, edits, and publishes articles with an outreach of over 20,000 subscribers, assisting aspiring screenwriters improve their craft and achieve their writing goals.
- Performs script analysis and provides feedback on numerous spec scripts to work towards the high quality for storylines.

Social Events Director

Good Shepherds Catholic Community *(July 2024 – Present)*

- Coordinates and manages large scale fundraising events such as Super Casino Night, Oktoberfest, Family Baseball Events, and Drive-In Movie Nights.
- Reports club's financial statement outlining revenue and expenditures to parish leadership.

PROFESSIONAL EXPERIENCE

Ally Financial

Remarketing Representative *(October 2024 – Present)*

- Manage the resale process for repossessed vehicles, ensuring maximum recovery value through strategic remarketing efforts.
- Contribute to process improvements by identifying bottlenecks, roadblocks and inefficiencies.
- Build relationships with internal teams and outside vendors to provide high quality service.
- Recommend strategic enhancements to the remarketing workflow.

T-Mobile (previously Sprint Wireless)

Analyst – Interactions Analytics *(October 2022 – November 2023)*

- Forecasted and performed collective analysis on the relationship between 400+ call reasons and 10 million recorded calls per month. By writing and developing reports, predictive models and strategies to identify trends supporting company decision-making within a rolling six (6) month period.
- Managed transition of databases from Teradata system to Snowflake resulting in reduction of processing time by 4 hours.
- Researched interaction reason trends and reported weekly measurable metrics to entire consumer care department.
- Collaborated with department directors and translated their requests into actionable reports under tight weekly deadlines.
- Coordinated with team for weekly deliverables and ensured ad hoc reports remain on target for completion deadline.