

Tijaha Richardson

Location & Contact Information

Pearl, Mississippi

tjहारichardson18@gmail.com

Link to Portfolio Website

<https://aspiringartistfilm.wixsite.com/tjहारichardson>

Skills

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- Video Editing
 - Content Creation
 - Writing
 - Screenwriting
 - Organized
 - Data Entry
 - Leadership skills
 - Hard working
 - Problem-solving
 - Team player
 - Critical thinking
 - Data Entry
 - Data wiping
 - Quality Control
 - Meticulous
 - Team player
 - Critical thinking
 - Operate Macintosh
 - Operate Windows
 - Operate Microsoft Office Suite
 - Operate Adobe Creative Suite
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Experience

Groundbreaking Productions LLC / CEO & Founder

JULY 2021 - Current | Pearl, MS | Part Time

Christian film production company that is a safe space, positive, & inclusive. Groundbreaking Productions LLC aims to give Christ-like creatives of various ethnicities & backgrounds an opportunity to tell their stories or tell untold stories in the future whether through movies, short films, or documentaries. Groundbreaking Productions LLC also offers services for videography, photography, and video editing.

NexTech Partners / IT Quality Control Specialist

SEPTEMBER 2023 - Current | Jackson, MS | Full Time

Keeps track of the inventory of high generation and low generation technology devices being recycled or sold from the warehouse. Monitors as well as updates information for technology devices on bid lists. Data wiping confidential data of clients' devices. Verify that data wiping has been correctly executed on all electronic devices, appears on the pull sheet to sell, and physically put in proper locations in the warehouse to be packed and sold.

Mississippi Department of Revenue / Data Entry Desk Assistant

APRIL 2023 - SEPTEMBER 2023 | Clinton, MS | Full-Time Temp

Previously employed temporarily under Staffers Agency Inc up until July 2023 & transferred to being temporarily employed under TempStaff Agency in August 2023. I help keep track of outgoing mail, delivered mail, digitally

update confidential information of residents in Mississippi and Car Dealers.

Mississippi College / TLC Studio Grad Assistant

SEPTEMBER 2021 - DECEMBER 2022 | Clinton, MS | Part-Time

Graduate Student worker at Mississippi College working in the Technology Learning Center. Helped with filming and photographing events on campus.

Word of Life Church / Film Production Team Member

AUGUST 2018 - APRIL 2023 | Flowood, MS | Volunteer

Operate CG graphics, operate camera switchboard, operate film cameras live, photography, & operate lighting.

Smart, Funny, and Black Entertainment / Virtual Production Assistant Intern

JULY 2021 - AUGUST 2021 | Los Angeles, CA | Internship

Learned essential production skills from the SFB team & Amanda Seales. Edited 'Small Doses' podcast soundbites/podcasts for social media, researched black history topics for SFB Amandaland show, & created GIPHS.

AmeriCorps / Academic Tutor

OCTOBER 2020 - JUNE 2021 | Jackson, MS | Volunteer

Tutored 4th Grade children in-person/online that attend an After-School program at Stewpot Community Center.

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Education

Mississippi College / Master of Science

AUGUST 2021 - DECEMBER 2022 | Clinton, MS | Major: Integrated Communications

University of Southern Miss / Bachelor of Arts

AUGUST 2017 - MAY 2020 | Hattiesburg, MS | Major: Entertainment Industry (Media Production) | Minor: Black Studies

Hinds Community College / Associate

AUGUST 2015 - MAY 2017 | Pearl, MS & Raymond, MS | Major: General Studies

Pearl High School / Diploma

AUGUST 2011 - MAY 2015 | Pearl, MS

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Honors & Awards

AmeriCorps / Alum Speaker

JUNE 2022 | Honored by the JSU AmeriCorps Region - Jackson, MS

Attended the America Reads MS AmeriCorps Service Celebration to be the AmeriCorps Alum speaker at Jackson State University.

University of Southern Miss / Transfer Academic Scholarship

AUGUST 2017 | Award issued by the University of Southern Miss

Transferred as a Junior with a 3.1 GPA

Technology Student Association / Prepared Presentation Award

MAY 2012 | Award issued by Hinds Community College – Rankin Campus

Won first place in State Competition in Prepared Presentation Public Speaking category and received an award as a sophomore attending Pearl High School. Qualified for National Competition in Orlando, FL at Nationals and placed 12th in the nation.