




KAYA SIMMONS

PRODUCTION ASSISTANT

 New Jersey
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EDUCATION

UNIVERSITY

New Jersey Film Academy

2026

Certificate Course - Script to
Screen: Intro to the Film Industry

University of Amsterdam

2022 - 2023

Literary And Cultural Analysis

SECONDARY SCHOOL

Academy of the Holy Angels

2017 - 2021

High School Diploma

SKILLS AND CERTIFICATES

- Production Coordination
- Camera Assistant
- Set Preparation
- Film Editing
- Adobe Photoshop
- Event Support
- Time Management
- Client Communication
- Business Planning
- Photography Course
Completion - MICA

Self-motivated creative with a passion for film and literary analysis, seeking opportunities to explore the cinema production industry as a Production Assistant and a Director of Photography. Background in overseeing business operations, project and team management. Experienced in developing customer relations and making quick decisions to create a positive impact within any role.

WORK EXPERIENCE

PRODUCTION ASSISTANT / BTS DIRECTOR OF PHOTOGRAPHY

Short Films and Productions - NJ 2026 - Present

- Captured behind-the-scenes footage across multiple shooting days for a short film, enhancing promotional materials.
- Coordinated extras casting and developed call sheets as Casting Director and 2nd AD on local short film sets
- Set up and dismantled small film sets efficiently

OWNER AND CEO

The Modest Minimalist LLC May 2024 - Present

The Modest Minimalist LLC is a decluttering coaching service to help homeowners create a clearer space and mind with minimalism, compassion, and simplicity through letting go.

- Coaching clients on executive functioning skills
- Adapted to high-pressure environments and managed tasks in cluttered spaces.

VOLUNTEER

Newark LGBTQ+ Film Festival May 2026

- Set up and break down of food, merchandise and registration tables
- Keeping the green room stocked with food and beverages for the talent
- Ensured filmmakers were directed to appropriate viewing theaters and green room

INTERN

New York League of Conservation Voters

September 2023 - November 2023

- Drafting emails to reach out to upcoming candidates
- Completing a daily 300 canvassing phone calls for endorsed environmentalist candidates