

Mustafa Moumouni

Los Angeles, CA | mmoumouni@columbiacollege.edu | LinkedIn: linkedin.com/in/joshua-mumuni-b38801212 |
Portfolio: moumouniportfolio.online

Professional Summary

Detail-oriented and adaptable professional with experience in project coordination, operations management, and technical writing. Skilled in supporting cross-functional teams, managing staff and workflows, and delivering accurate communications under deadline. Brings a creative background in writing and design that enhances problem-solving, research, and presentation in corporate environments.

Core Skills

Project Coordination & Scheduling • Team Training & Supervision • Operations & Multi-site Management • Technical Writing & Documentation • Cross-team Communication • Quality Assurance (AI/Content Review) • Research & Analysis • Client & Executive Relations • Tools: MS Office, Google Workspace, Adobe Suite, HTML/CSS/JavaScript (basic), Git/GitHub

Professional Experience

Scale AI / Outlier — Writing Consultant (Remote, 2023–Present)

- Produced high-quality written content to train and refine AI models, ensuring clarity and accuracy.
- Performed QA reviews to improve workflows and consistency across deliverables.
- Applied critical thinking and technical writing to solve ambiguous tasks under tight deadlines.

Artillery Creative Management — Assistant Producer Intern (Remote, 2023–2024)

- Coordinated project timelines, deliverables, and communications with executives and creative teams.
- Supported script coverage, scheduling, and project tracking for multiple ongoing productions.
- Strengthened organizational and communication skills through fast-paced project environments.

MXDWN — News Writer (Television) (Remote, 2022–2023)

- Researched, drafted, and published entertainment news articles under strict deadlines.
- Ensured factual accuracy, concise communication, and adherence to editorial guidelines.
- Built a portfolio of published work showcasing professional communication and research.

Dunkin Donuts — Assistant Area Manager (Cleveland, 2015–2019)

- Co-managed daily operations across multiple store locations.
- Trained, supervised, and scheduled staff to ensure coverage and performance.
- Handled supply management, compliance checks, and crisis resolution as on-call manager.

Education & Certifications

BFA in Screenwriting — Arizona State University

Certificates: Software Engineering Basics, IT Support, Computer Hardware Fundamentals