

ALEXANDRIA KELLY

CONTACT

860.335.8503
Alexandria.s.kelly@gmail.com
Alexandriaskelly.com

EDUCATION

Hofstra University
Honors College
BA | Communications

SKILLS

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Adobe Premiere (Basic)
Adobe Photoshop (Basic)
Web IU/UX (Basic)
Supervising
Budgeting
Event Production
Communication
Organization

AWARDS

National Capital Chesapeake Bay
Regional Emmy® Winner
2019 & 2020

SUMMARY

Independent Contractor with 14 years of experience specializing in corporate video production, film festival operations, and film/television production. Proven ability to enhance efficiency; implement process and workflows; accurately scope and budget projects; and promote positive team dynamics.

HIGHLIGHTED WORK EXPERIENCE

Creative Operations Director May 2023 – March 2024
Middle

- Assessed company processes on scoping, budgeting, and communication and provided plans of implementation for a more efficient workflow.
- Acted as project lead and Creative Director for developing websites, producing video, and designing print collateral.

Supervising Producer July 2022 – May 2023
Producer + Project Manager September 2018 - July 2022
LAI Video

- Collaborated with VP of Operations on department processes, managed Production Coordinator, and mentored junior level producers.
- Produced animated and live action short-form videos for various corporate partners, non-profit organizations, and trade associations including AWS, U.S. Department of State, DC Public Schools.
- Managed over \$1M in social, web, and commercial video assets annually, acting as team lead from concept to delivery.
- Developed ideas with creative teams; scoped budgets; created production schedules; organized shoot logistics; oversaw post-production; and served as main client contact.

DGA Trainee July 2017 – August 2018
Directors Guild of America Training Program

- Accepted as one of 14 people, out of 700 applicants, to participate in the DGA's work training program, assisting and learning from Unit Production Managers, Producers, and Directors on set.
- Communicated with multiple departments to optimize efficiency while working extreme hours.
- Built upon Production Assistant experience and learned fundamentals of large scale film and television productions while working closely with Assistant Directors to optimize efficiency on set while working extreme hours.

Coordinator September 2012 – June 2024
Various Film Festivals

- Experience includes working in travel, hospitality, and filmmaker relations departments of various festivals including Tribeca, Nantucket, and Sundance.
- Expected to meet aggressive deadlines, maintain asset databases, and liaise with various festival stakeholders.