

ALEXIS GRAHAM



404-333-2064



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OBJECTIVE

To secure an office PA position in a fast-paced film/TV environment, utilizing my technological, creative, administrative, and active listening skills to be an asset to any production.

SKILLS

- Well-Organized
- Self-Motivated
- Multitasking
- Malleable
- Word
- Excel
- PowerPoint
- Adobe Photoshop
- Adobe Premiere
- Davinci Resolve
- Notary Public

INTERESTS

- Writing
- Singing
- K-Dramas
- Dark Chocolate

EDUCATION

SHADOWBOX BACKLOT ACADEMY

Production Assistant certification – June 2023

"Last Mile" Crew Training - Production Dept.

Training Manager - Jen Kissoon; 1st AD - David Champion; Instructor - Tenbears Souter

May 2023 - June 2023

- Understand film hierarchy and an overview of all departments
- Proper walkie communication and etiquette
- Comprehension of PA expectations in all departments

FILM AND MEDIA BA

Georgia State University
2028

ASSOCIATES IN DESIGN & MEDIA PRODUCTION TECHNOLOGY

Georgia Piedmont Technical College
2023

EXPERIENCE

ART PRODUCTION PA

Shiny Happy People S2 - Production Designer: Molly Coffee

May 2024

- Set up and decorate sets according to the production design plans and director's instructions
- Ensured all items on set are in the correct place and consistent throughout filming
- Keep detailed records of set configurations and reset locations quickly and efficiently

PROJECT MANAGER

INMO Creative - Creative Director: Heather Gibbons

2023 - 2024

- Managed project lifecycles by ensuring alignment with strategic objectives, while respecting timelines and resources
- Facilitated effective communication between stakeholders
- Fostering collaborative decision-making and ensuring project transparency and accountability

REFERENCES

- Molly Coffee - 404-539-5687 | zombiecat@gmail.com
- Heather Gibbons - 770-331-6441 | heather@inmocreative.com
- Jen Kissoon - backlotacademy@gmail.com