

✧ · + ALEXA ALYESHMERNI · ✧

aalyeshmerni@gmail.com // (858) 357-3580 // [linkedin.com/in/alexa-alyeshmerni/](https://www.linkedin.com/in/alexa-alyeshmerni/)

*Multimedia artist with 4 years of post-grad professional experience in the entertainment industry. Collaborative, detail oriented, and organized.
Committed to pursuing a career in non-fiction media with an appreciation for the intersections of media, pop culture, and humor.*

SKILLS

Professional // Project planning & management, multitasking in a fast paced environment, filmmaking, journalism, social media, design, film/literary writing

Video Editing // Adobe Premiere (5 yrs), Avid Media Composer (4 yrs), DaVinci Resolve (1 yr)

Digital Design // Adobe Photoshop, Illustrator, and Lightroom (5 yrs), Adobe After Effects (4 yrs), Dragon Frame (stop motion animation)

WORK EXPERIENCE

LUCASFILM - Full Time

(Aug 2020 - current)

Production Coordinator (Apr 2024 - current)

- Provided operational support for the in-house non fiction film division at Lucasfilm with the creation of behind-the scenes documentaries (both long and short form), EPK, sizzles, and creative content for social media, streaming on Disney+, and blu-ray
- Booked crew, researched locations, prepped call sheets, scheduled meetings, organized production travel, handled purchase requests, ran errands, organized craft service/meals; Stepped in as a camera operator, editor/assistant editor, lighting assistant, art department, etc. when needed
- Prepared clearance materials for business affairs, located material and pulled selects for editors, supported post-production finishing in Avid Media Composer, recorded/tracked all delivery details, updated and maintained project spreadsheets and shot lists

Production Assistant / Editorial Technician (Nov 2021 - Apr 2024)

- Managed assets and source files for editorial, requested assets from partners and external vendors
- Assisted editors with Avid Media Composer project organization, imports, exports, and final delivery
- Created motion graphic treatments for video content using Adobe After Effects

Video Asset Specialist (Nov 2020 - Nov 2021)

- Responsible for editing, exporting, and delivering archival footage using Avid Media Composer
- Organized, transcoded, researched, and logged metadata for archival footage

Documentary Researcher / Motion Graphics Artist (Aug 2020 - Nov 2020)

- Researched relevant historical and archival content, tracked assets, transcribed interviews in Avid Media Composer for a short documentary film about the Black Lives Matter Movement and Black representation in the film industry; worked with the creative leads to create graphics, lower thirds, and titles

GILEAD SCIENCES, *Freelance Video Producer / Graphic Artist*

(Dec 2019 - current)

- Self-produced video content for the Department of Sustainability, Health & Safety
- Provided visual support for the monthly newsletter, created hand-drawn artwork for the newsletter each month

THE DAILY CALIFORNIAN, *Video and Podcast Producer*

(Jan 2018 - Aug 2020)

- Pitched, produced, and edited weekly documentary-style news videos and podcasts
- Covered events and issues relevant to UC Berkeley students and the larger Berkeley community

KABOOM PRODUCTIONS, *Production Assistant Intern*

(Feb 2020 - May 2020)

- Assisted with production planning & on-set production tasks as a PA; Ran errands, purchased office supplies, provided administrative assistance to the EP
- Managed Kaboom's instagram page by creating and writing content

UC BERKELEY PUBLICATIONS AND MEDIA CENTER, *Programs Associate*

(Aug 2019 - May 2020)

- Supported 100+ publication and media orgs at UC Berkeley through programs such as content distribution, studio reservations, and equipment check out
- Facilitated workshops to teach students about video production and editing in an effort to extend training and resources to the student media community

MICHELLE OPITZ, *Producer's Assistant*

(May 2019 - Oct 2019)

- Scouted and contacted locations for the filming of the indie feature film *Stone Fruit*, worked on clearance procedures, secured winery location funding
- Assisted with selecting interview footage for the indie documentary, *Doug Henning's Magical World*; worked on clearance procedures for archival footage

A52, *Social Media / Post Production Intern*

(Jun 2019 - Aug 2019)

- Wrote copy, curated integrated content for A52's instagram
- Created pitch reels to market A52's post-production skills to agencies, directors, and other executives

EDUCATION

University of California, Berkeley (2016 - 2020)

Major: Media Studies, Bachelor of the Arts // Minor: Theater, Dance, and Performance Studies - Costume Design emphasis

PROJECTS

COSTUME DESIGNER, *Finding The Zone* (2022)

- Collaborated with the director, producer, and actors to develop costumes/wardrobe for the indie feature film, *Finding The Zone*
- Utilized strong organizational skills to track design progress, deadlines, and production schedules, ensuring timely delivery of costumes
- Maintained costume budgets, sourced materials and managed expenses to stay within financial constraints

ASSISTANT COSTUME DESIGNER, *Dream of Kitamura* (2018)

- Assisted head costume designer Christine Crook with the creation of the costumes for the theatrical production, *Dream of Kitamura*
- Selected wardrobe items for fittings, sewed alterations, built costumes, and painted set pieces
- Directed and managed the costume crew during tech rehearsals