

Alyssa Fox

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Professional Experience

NBCUniversal, Universal Studio Group (Universal City, CA)

Production Operations Coordinator (February 2022 - present)

- Manage over 3,500 users for the NBCU Scenechronize Hub, assist with the coordination of 2 major asset center warehouses, distribute production status reports on a regular basis to over 500 employees and supervise the calendar for the Senior Vice President of the department.

NBCUniversal, The Oxygen Network (Remote, Universal City, CA)

Production and Operations Intern (September 2021 - December 2021)

- Update and manage 3 different show trackers in Microsoft Excel, coordinate with shows that air on network and streaming services, manipulate show logos in Adobe Photoshop and cross-check over 20 various program wrap binders.

Unbridled Media (St. Louis, MO)

Video Production Intern (May 2021 - August 2021)

- Assist with preparation for over 5 different video shoots, serve the account management team, utilize Streamlink for remote production and provide original ideas pertaining to social media content.

Allied Global Marketing (St. Louis, MO)

College Ambassador Internship Program (May 2019 - August 2021)

- Plan and coordinate over 25 promotional events for various films, promote the films on over 5 different social media platforms and correspond with local businesses for promotional events.

The Walt Disney World Company (Orlando, FL)

Disney College Program (January 2018 - July 2018)

- Assure guest satisfaction, conform to high food safety and hospitality standards, provide assistance directing guests throughout 2 different parks and serve guests with Fastpass+ and Disability Access Service.

Education

Webster University School of Communications (St. Louis, MO)

Bachelor of Arts in Film, Television and Video Production, Minor in Advertising and Marketing Communications

January 2019 - December 2021

Additional Experience

Director and Producer for *Meggie for Judge* (St. Charles, MO)

Documentary short film (August 2021 - December 2021)

Gorlok Guide (Webster Groves, MO)

Webster University (June 2021 - September 2021)

Social Media Editor (Webster Groves, MO)

The Webster Journal (January 2019 - December 2019)