

# ALEXANDRA HILL

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## Summary of Peach New Media Responsibilities

Schedule and conduct live-event educational programming.

Oversee day-to-day departmental scheduling based on current programming load and client needs.

Schedule and manage live-event production workflow for tight turnarounds and strict deadlines.

Troubleshoot live programs directly with clients and on-location technicians. Coordinate problem solving live between clients and departmental technicians to handle issues quickly and efficiently.

Maintain tracking sheet of client issues and helpdesk tickets for monitoring efficiency and solution gathering.

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## PROFESSIONAL EXPERIENCE

### **Peach New Media – Live Event Production Coordinator**

Los Angeles, CA

Manage live event and rebroadcast calendar. Ensure all programs are set-up to individual client specifications. Provide technical support to on-site webcast producers to ensure flawless content delivery. Organize and maintain client production databases. Produce and edit on-demand content within guaranteed delivery time.

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### ***The Walking Dead*, Stalwart Films LLC – Production Assistant,**

Atlanta, GA

Assisted the Art Department, maintained up-to-date vendor list, prepared and delivered packages for shipping. Coordinated administrative office duties. Organized office for end of production wrap.

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### **Turner Classic Movies - Production Assistant**

Atlanta, GA

Located, pulled and filed research packets for introduction segments on Turner Classic Movies. Revised shooting scripts based on notes provided by on-air host. Logged time-code during video shoots.

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### **Force Media Group – Video Editor**

Atlanta, GA

Edited high quality advertisements to meet client specifications within strict deadlines. Produced and managed in-house video shoots for Ford, Nissan, and Toyota dealerships.

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### **Apple – Specialist**

Atlanta, GA

Sold both hardware and software according to customer needs, as well as provided support and coordinated with Apple Genius helpdesk personnel. Instructed customer classes for both software and consumer electronics. Led the Visuals team to ensure retail environment was organized and met changing company standards. Managed supply ordering and monitored backroom inventory levels.

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## HIGHLIGHT OF SKILLS

**Computer Skills:** Macintosh and Windows PC operating systems, CompTIA A+ Certified

**Client and customer-service** oriented

**Software Experience:** Final Cut Pro Studio, Avid Media Composer, Adobe Creative Suite, MS Office Suite

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## EDUCATION

**The Art Institute of Atlanta** (Atlanta, GA)

BFA, Digital Filmmaking & Video Production

Graduated Magna Cum Laude

Outstanding Academic Performance

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References available upon request