

Alexandra Gonzalez



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Objective

Had over four years of experience in the business. Have worked for some of the most competitive studios and production companies, as well as big box office productions. Would like to further a career in entertainment production by looking for new and different challenges.

Experience

Post Coordinator, *Runner Runner*

Summer 2012

- Ran editorial office while in location during production.
- Uploaded dailies playlists to a secure web-based application to allow better workflow.
- Logged all raw footage in order for assistant editor to prepare for editor.
- Took care of Editor and Assistant editor's needs.

Post Coordinator, *The Hunger Games*

September 2011-March 2012

- Ran editorial office for duration of Post—general office manager duties.
- Updated film post schedule
- Coordinated rental of facilities—Dub stages, ADR stages—while coordinated ADR schedule with talent and crew
- Coordinated delivery of all film elements needed for final delivery of film.

Executive Assistant to President of Post, *Paramount Pictures Corp.* December 2009-February 2011

- Kept a detailed work schedule for executive, setting up and confirming any required meetings.
- Handled heavy phone calls, rolled calls with executive while screening them.
- Updated database for upcoming film releases.

Page Program, *Paramount Pictures Corp.*

July 2008 - November 2009

- Gave studio tours
- Assisted on audience-based shows that tape on the lot.
- Served as a temp for any department in the studio.

Education

Boston College

September 2003 - May 2007

Bachelor of Arts, Major in Communications, Minor in Film Studies. Studied abroad in Paris for one semester.

Skills

Fluent in Spanish. Proficient in French. Proficient in Mac, PC and Microsoft Office. Great research abilities. Great phone demeanor. Know how to be professional and confidential when dealing with high profile clients/people. Work well under pressure.