

ALISON BRETT

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RELEVANT EXPERIENCE

- Archer Entertainment Group**, Los Angeles, CA 10/19 - present
Development Coordinator
- Manage a development pipeline of 50+ writers for an upcoming film anthology series
 - Supervise scripts from writer onboarding through to draft completion and contract sign
- Production Assistant, Producer, Photographer, Videographer and Editor** 6/19 - present
- Photograph; oversee script changes; operate camera, lighting and sound; and edit video
 - Credits include Matador - History Channel Sizzle; Thumbtack clients; and sketch comedy
- Studio City Agency**, North Hollywood, CA 8/17 - 6/19
- Bartholomew Productions - Studio City Original Content**
Development Coordinator 8/17 - 6/19
- Researched stories extensively for Oxygen Untitled crime series, A&E's "Hoarders," and concepts including TLC pilot "My 600 Lb Wife" and Morgan Spurlock documentary
 - Interviewed potential talent via Skype and assembled presentations to pitch to networks
- STEVE - Hosted by Steve Harvey, NBCUniversal Media / IMG**
Associate Producer 6/18 - 6/19
- Produced all daily promotional packages, bi-weekly promos, monthly generic spots, yearly sales and sizzle reels for on-air broadcast to 500+ local stations, international distribution; and prepared all spots for in-show video, digital and social media
 - Oversaw editors, colorists, graphics, audio and voiceover for two-day-out turnarounds
 - Created 30-second scripts for edit, under guidance of Creative Director, conceptualizing script and video revisions daily to improve writing and visual content; edited daily stringouts
- The Dr. Oz Show, Sony Pictures Television**
Production Coordinator, On-Air Promos 8/17 - 6/18
- Coordinated post-production of NATPE sales tape that helped renew "Dr. Oz" through 2021
 - Handled 4-hour, urgent turnarounds to successfully execute on-time promo deliveries
 - Managed 5+ projects in edit daily; created project b-roll; and organized footage for editors
 - Reviewed spots frame-by-frame to ensure approved client notes, graphics and legal fixes

EDUCATION

- University of Southern California**, Los Angeles, CA May 2017
Annenberg School for Communication and Journalism
Bachelor of Arts in Communication

SKILLS

- Production and Editing** Adobe Certified Associate in Photoshop and Illustrator; Advanced in Avid Media Composer, AVID ISIS, NEXIS, Adobe Premiere Pro; Trained in Adobe AfterEffects, Audition, Lightroom, InDesign; iMeet, Celtx, Final Draft, EditShare, LinkShare; Stock Image, Project Tracking and Music Reporting Software; iNews, FORK, 4K, DSLR, Teleprompter, Final Cut, iMovie, Maya 3D, Pro Tools, ProRes, XDCam, HDCam, FTP, QC, Media Digitizing, Transcoding, Encoding, Syncing, Grouping, Online Export, LTO Archiving, Broadcast Standards, Video Codecs and Web Formats
- Technical** Proficient in Microsoft Suite, Mac OS and Windows, Google Suite, Box, Dropbox, iCloud, CMS, WordPress, Slack, JIRA, Confluence, Freewheel, Keynote, Prezi, Basic C++, CSS, SEO, HTML
- Social Media** Facebook, Instagram, Insights, Live, Snapchat, YouTube, Twitter, Analytics, Periscope, Hootsuite
- Language** Fluent in French (Spoken and Written); Basic Spanish