

# Alexa May Lalli

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## Education

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**University of Oklahoma**, Norman, OK  
Bachelor of Arts in Professional Writing  
**Oklahoma Film and Television Academy**  
Set Ready Course

**May 2023**  
Overall GPA: **4.0 / 4.0**  
**November 2023**

## Relevant Experience

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**Disney College Program** **September 2023 – Present**

- Worked collaboratively with a team to ensure proper guest services
- Assisted with merchandise displays to create appealing showcases
- Daily problem-solving to help bring the magic alive for guests

**Evening Production Assistant, Filmmakers Ranch** **July 2023 – Sep 2023**

- Managed security and telecommunication systems
- Assisted with script coverage
- Resolving studio technical and supply problems
- Receiving and distributing daily mail
- Handling meeting room availability

**Production Team Member, Gaylord Hall Production** **Aug 2022 - May 2023**

- Collaborated in creating the 2023 Commencement video through scriptwriting and producing
- Directed the Faculty and Student Scriptwriting Award presentation video 2023
- Supported production set-up, including lighting, audio, and cinematography
- Participated in the interview process by composing effective interview questions

**Producer & Logistics Coordinator, Creative Media Marketplace, OU** **Oct. 2021 & Feb. 2023**

- Successfully executed popular three-day career conference which included bringing together over 300 film industry leaders and students.
- Initiated and implemented effective letter campaigns, meticulously organized invite lists, conducted in-depth research on potential participants, and skillfully scheduled meetings.
- Effectively managed a team of over 30 volunteers, and orchestrated comprehensive catering services for over 300 guests.

**Production Intern, Filmmakers Ranch** **May 2022 - Nov 2022**

- Produced monthly educational courses and facilitated interviews for prospective students
- Formulated engaging social media initiatives utilizing Canva
- Maintained meticulous documentation and authenticated students' enrollment status

**Birthday Girl, Short Film** / On-set photographer, props master, 2<sup>nd</sup> AD.

- Collaborated with the Assistant Director to develop comprehensive slate and scene lists
- Produced high-quality behind-the-scenes photographs for promotional purposes

## Honors & Awards

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- 2<sup>nd</sup> Place in BEA's National Screenwriting Competition: Television Spec **February 2023**
- President's Honor Roll
- Gaylord College Dean's Honor Roll

## Skills

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Sign Language, Narrative Writing, Google & Microsoft Suite, Social Media Management, Canva, Copyediting, Final Draft, Organization, Script Coverage, Plot Analysis, Continuity script editor,

## Writing Experience

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Published Podcast: Any Way You Haunt It

Spotify

## References Upon Request