

Alex Meyers

Contact

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(818) 395-8235
Burbank, CA

Skills

Knowledge in video editing software, particularly **iMovie** and **Final Cut Pro**

Experience with **Microsoft Office Suite** and **Google Suite**

Knowledge of pre-production and production process

Good time management

Quick problem solving

Comfortable working with others in a professional environment

Can carry up to 50 pounds and can operate a circular saw and drill

Education

American Musical and Dramatic Academy
New York, NY
Professional Certificate in Musical Theatre
Graduated Feb 2022 | GPA 3.8

John Burroughs High School
Burbank, CA
Graduated with Honors
May 2019 | GPA: 4.2

Work Experience

Production Coordinator

March-April 2023

Round Robin (Short) | Dir. Maria Belafonte - Los Angeles, CA

- Assisted director & producers during pre-production, kept everyone on track
- Acted as point person for the crew and actors
- Organized catering for the shoot
- Attended production meetings and took detailed notes
- Oversaw the production assistants

Script Supervisor

March 2023

For the Love of Basketball (Short) | Dir. Anthony Vazquez - Los Angeles, CA

- Maintained the scene shot logs for post-production
- Took detailed notes of everything that happened on set for the editor
- Supervised continuity of the film
- Kept script and shot list on hand for director's reference

Production Assistant

December 2022

SuperNed (Short) Dir. Vincent Pastor - Los Angeles, CA

- Shadowed the Assistant Director
- Acted as Script Supervisor
- Stood in for Principal Actors while they got camera ready
- Kept track of where the Principal Actors and Background Actors, called them to be on set when they were needed

Production Assistant

May 2022

Lady Invisible (Short) Dir. Stephanie Erb - Los Angeles, CA

- Assisted in set up and breakdown of film sets
- Maintained COVID-19 safe environment
- Transported, and distributed craft services
- Maintained safety for actors and crew - clearing walkways, facilitating road safety, and stabilizing lighting equipment

Production Assistant

April 2021 & September 2021

Live with E! : Oscars / MET Gala - Los Angeles, CA / New York, NY

- Assisted in set up / breakdown of production offices & delicate equipment
- Organized paperwork and binders
- Prepared rooms for talent, hair/makeup, and arts department
- Assisted with the clean up of the set
- Transported production office supplies

Production Assistant

September 2020

God is an Astronaut (Feature) | Dir. Bailey Kobe - Los Angeles

- Assisted the director with planning shots
- Assisted the arts department in decorating sets
- Transported filming equipment
- Managed the craft service table
- Enforced COVID-19 safety rules