

ALEXIS QUINN

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+1 (631) 275-3412

Motivated and adaptable professional with a strong interest in pursuing opportunities within television and film. Open to both full-time and part-time roles, eager to contribute my skills and gain valuable experience. Committed to supporting production teams, learning new techniques, and collaborating on creative projects to drive success in the industry.

EXPERIENCE

Production Assistant

Bill Joe Productions | Sundae Conversations | Feb. 2025

- Provided Production Assistant support for multiple Sundae Conversations, assisting with various on-set tasks and logistics

Production Assistant

The Ryl. Company | Ryl Tea Commercial | Feb. 2025

- Assisted as a Production Assistant on the Ryl Tea commercial, supporting various production tasks and ensuring smooth operations on set

Production Assistant

Watchtower New York, LLC. | Short Film | Nov. 2023

- Production Assistant on a short film, gaining hands-on experience in set design, script supervision, and talent management, while supporting the production team with daily on-set tasks

Producer

Watchtower New York, LLC. | Always Reason Christmas Campaign | Nov. 2019

- Created and managed 12 social media-focused short films

Producer and Editor

Independent | Podcast | Fall/Winter 2019

- Produced and managed the production process for an independent podcast, handling everything from content development to post-production editing over the course of a 9 episode arc

Producer

Watchtower New York, LLC. | Always Reason Clothing Commercial | Fall 2019

- Controlled budgets and timelines
- Coordinated locations, talent, crew, and equipment to align with the creative vision
- Led on-set logistics
- Worked closely with clients and creative teams to ensure brand consistency and quality in the final product

Production Assistant

Watchtower New York, LLC. | Music Video for Independent Artist | June 2019

- Assisted with set coordination, equipment management, and logistics
- Supported director and crew, ensuring timely setup and smooth operations

EDUCATION

Sachem East
Long Island, New York
High School Diploma
2016

SKILLS

- Set Design
- Photography
- Content Creation
- Attention to Detail
- Organizational Skills
- Imaginative
- Leadership
- Talent Management
- Logistics and Transport
- Coordination
- Critical Thinking
- Problem Solving
- Multitasking
- Creative Writing
- Script Supervision