

**ALEX MERIDY**  
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[LinkedIn](#) | [Vimeo](#) | [Instagram](#) | [IMDb](#)

## **RELEVANT EXPERIENCE:**

### ***RHYTHM IS A DANCER* - FEATURE FILM**

Production Assistant

APRIL 2024 - MAY 2024

- Provided general assistance in each department by running errands, helping set up equipment, load-in and load-out.
- Responsible for monitoring walkie-talkies and contacting different departments to ensure everyone is informed and on schedule.
- Controlling crowds, ensuring that only authorized people are allowed on set, and maintaining order.
- Tasked with picking up food, props, or any other supplies needed for the shoot.

### ***PANDA EXPRESS* - RECRUITMENT MARKETING VIDEO**

Consultant Producer/Editor

AUG 2023 - OCT 2023

- Worked with project advisors to analyze and determine the effectiveness and feasibility of in-house producing two to three commercial concepts for Panda recruitment.
- Wrote a 1-page script for 30 commercial spots and outlined resource needs. Involved internal marketing and legal partners for approval.

### ***INTERN* - UNGER MEDIA**

DEC 2022 - FEB 2023

Development Assistant Producer

- Read the script, script analysis, script breakdown, logistics analysis, creative analysis, note taking, feature film structure, TV structure, design pitch deck, research, and administration.

### ***AT&T/Veteran's for Media and Entertainment* - Fellowship Program**

FEB 2019 - JULY 2020

AT&T and Warner Media

Veteran Fellow

- Participated in a 15-week program to produce short-form content that included an advertising campaign, weekly vlogs, branding project, promotional spot, social media video, and mini-documentary with knowledge and guidance from CW, HBO, and WB executives.
- Worked closely with a project team to develop creative strategy, and production plan, determine resources and production execution.

## **ADDITIONAL WORK HISTORY:**

### ***DEPARTMENT OF DEFENSE***

FEB 2004 - MAY 2016

Enlisted United States Navy, Second Class Petty Officer - [Administrator/Junior Supervisor](#)

San Diego, CA

- Coordinate office activities and operations to secure efficiency and compliance with daily operations with complete confidentiality and the security of sensitive information.
- Provide administrative support to office staff, including answering phones, managing emails, and scheduling appointments.
- Assist in planning and organizing meetings, including setting up rooms, preparing materials, and taking notes during meetings.
- Submit timely reports, prepare assigned presentations/proposals, and assist colleagues on tasks when necessary.

## **AFFILIATIONS:**

- **GROUP EFFORT INITIATIVE**

- **VETERANS FOR MEDIA AND ENTERTAINMENT**

## **SKILLS:**

Production Management, Technological Knowledge, Flexible Creativity, Written and Visual Storytelling, Decisive and Problem-solving Leadership, Verbal and Visual Communication, Script Coverage, Narrative Editing, Writing, Planning, Production Design, Logistics, Administration, Research, Marketing, Social Media, Pages, Keynote, MSOffice, PremierePro, Canva, Adobe Suites, Wix, StudioBinder, Movie Magic, Final Draft

## **EDUCATION:**

The Los Angeles Film School — Bachelor of Science in Film Production, 2023

The American Academy of Dramatic Arts - Acting Conservatory, 2018