

Contact

314 322 8750
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Education

Webster University
School of Communications
Bachelor of Arts in Film, Television and
Video Production
Minor in Advertising and
Marketing Communications
January 2019 - December 2021
Honors: *Magna Cum Laude*
GPA: 3.85

Enrichment

Completed Improv 101 and Musical
Improv 101 through The Upright
Citizens Brigade
(January 2024 - June 2024)

Placed 2nd in the Uncle Clyde's
Comedy Contest Soup-Or-Bowl Finals at
Flappers Comedy Club
(March 2024)

Gorlok Gold Scholarship Recipient
(January 2019 - December 2021)

Semester abroad at Webster Vienna
Private University studying Austrian
culture and film/communication studies
(January 2020 - March 2020)

Skills

Media production
Social media promotion
Creative writing
Project management
Adobe Premiere
Adobe After Effects
Adobe InDesign
Adobe Photoshop
Microsoft Office Suite

Alyssa Fox

Professional Experience

Production Operations Coordinator (Universal City, CA)
NBCUniversal, Universal Studio Group (February 2022 - present)
Act as the Hub Administrator for the NBCU Scenechronize system, assist with the coordination of the NBCU Asset Management Program, distribute production status reports on a regular basis to several business units and manage the calendar for the Senior Vice President of the department.

Production and Operations Intern (Remote, Universal City, CA)
NBCUniversal, Oxygen Network (September 2021 - December 2021)
Update and manage different show trackers in Microsoft Excel, work on shows that go straight to streaming on Peacock, manipulate show logos in Adobe Photoshop and cross-check various program wrap binders.

Video Production Intern (St. Louis, MO)
Unbridled Media (May 2021 - August 2021)
Assist with preparation for different video shoots, serve the account management team, utilize Streamlink for remote production and provide original ideas pertaining to social media content.

College Ambassador Internship Program (St. Louis, MO)
Allied Global Marketing (May 2019 - August 2021)
Plan and coordinate different promotional events for various films, promote the films on varied social media platforms and coordinate with local businesses for promotional events.

Disney College Program (Orlando, FL)
The Walt Disney World Company (January 2018 - July 2018)
Assure guest satisfaction, conform to high food safety and hospitality standards, provide assistance directing guests throughout the park, serve guests with Fastpass+ and disability access service.

Additional Experience

Director and Producer for *Meggie For Judge* (St. Charles, MO)
Documentary short film (August 2021 - December 2021)
Draft interview questions, scout crew members, manage COVID-19 safety precautions, research archival footage/music, create call sheets and organize a wrap binder with location releases, appearance releases, etc.

Gorlok Guide (Webster Groves, MO)
Webster University (June 2021 - September 2021)
Facilitate Webster University's recruitment process, provide insight regarding my experience at Webster University and act as a customer service representative for the Office of Admissions.

Social Media Editor (Webster Groves, MO)
The Webster Journal (January 2019 - December 2019)
Post weekly updates about the Journal on various social media platforms, attend and cover different events at Webster University, promote the current issue of the newspaper and keep students updated on numerous events at Webster University.