Alyssa Amodei

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MEDIA PRODUCTION EXPERIENCE

Script Supervisor	Young and Cursed	Chiaramonte Films
Script Supervisor	Condition of Return	PASIDG Productions, Inc
Script Supervisor	Strange Places	Phoenix Rising Motion Picture Production
Script Supervisor	Hellhounds	RCR Media, LLC/BlueSideUp Films
Production Assistant	Code 10-57	Magilla Entertainment/TwoFifteenWest

EDUCATION

Scottsdale Community College — Anticipated Graduation May 2023
Associate of Arts in Motion Picture, Television, and New Media Production

OTHER RELATED EXPERIENCE

Front of House/Box Office Manager — Mesa Community College — 2021 - Present
Responsibilities include:

- Manage Box Office operations for performances and events.
- Prepare deposit and other cash handling duties.
- Run Front of House, including venue setup/breakdown, ticket taking, & guest support.

Stage Manager/Production Assistant — Book No Book Productions — 2010 - 2013
Responsibilities included:

- Assisted the directors in running musical and theatrical productions, from casting to strike.
- Managed and communicated rehearsal schedules for 20 performers.
- Procured performance venue location for musical theatre production.
- Negotiated equipment rentals for performance usage.
- Operated lighting and sound equipment.

Office Manager/Admin Assistant — CreataMedia — 2007
Responsibilities included:

- Managed front desk, including scheduling and greeting guests.
- Maintained/communicated schedule for the owner and office, coordinating via Microsoft Outlook
- Assembled and packaged orders for delivery to clients
- Organized and filed client profiles into an easy to navigate system.

SKILLS

Proficient in both Mac and PC. Proficient in Microsoft and Google Office Suites; Working knowledge of Adobe Photoshop, Premiere, Acrobat.