

Phoenix, AZ
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Alexis Omotayo

PERSONAL

Resilient individual able to handle tough production challenges with a resourceful mindset who goes above and beyond job expectations to ensure success. Adaptable and confident working in fast paced environments. Possess stellar written and verbal communication skills. Committed to ensuring that projects are properly executed, and delivered promptly and on schedule.

EXPERIENCE

Production Assistant 2018 - Present

- Acts as a key liaison between departments, facilitating clear communication and coordination on set.
- Assists with the setup and breakdown of equipment, and ensures set readiness for each scene.
- Performs various errands, such as picking up equipment, delivering scripts, and procuring meals for the crew.

Associate Producer — *Hoplite Entertainment*

May 2019 - January 2020

- Completed production needs for filming such as licensing rights, securing locations, and working within budget.
- Worked alongside showrunner, and assisted in obtaining permits and other required documentation for filming.
- Created and managed production schedules, while also keeping cast and crew updated on any changes.
- Tracked production expenses in detailed reporting
- Conducted crucial project research of key topics used for television series, while also managing daily development plans for showrunners.

Video Producer — *Arizona State University*

December 2016 - May 2019

- Created video content for the Office of Knowledge and Enterprise Development department by writing script, interviewing subjects, and editing for distribution on chosen platforms.
- Worked under deadlines and tight schedules from senior partners and clients.
- Effectively able to communicate and problem solve at all times in both oral and written form.

PRODUCTIONS

- AS THE DAY GOES BY - Independent Production; Key Production Assistant; 2023
- GUITAR HUNTERS - Hoplite Entertainment; Associate Producer; 2021
- LIVING OUT LOUD - Hoplite Entertainment; Associate Producer; 2020
- FOX'S DEPUTY - Fox Entertainment; Production Assistant; 2020
- ANKER COMMERCIAL - Legacy Pictures; Driver Production Assistant; 2019
- BEHIND HER SMILE - Arizona State University, Herberger School of Film Dance and Theatre; Producer; 2019
- APPLE PIE AND MILK - Arizona State University, Herberger School of Film Dance and Theatre; Producer; 2019
- LIGHTLY ROASTED - Arizona State University, Herberger School of Film Dance and Theatre; Assistant Director; 2018
- DAGGERS - Arizona State University, Herberger School of Film Dance and Theatre; Producer; 2018

EDUCATION

Arizona State University — *Film and Media*
Production 3.8 GPA, Summa Cum Laude