

ALEXANDRIA FONTANEZ

VIDEO PRODUCER | PRODUCTION MANAGER

Sunnyside, NY • 646.750.2561 • amariefont@gmail.com • [LinkedIn](#) • [Vimeo](#)

EDUCATION

Continuing Education: Career Coaching |

NYU School of Professional Studies • New York, NY
« Career Coaching • Nov – Dec 2017
« Building Your Personal Brand • Oct 2017

Bachelor of Arts: Digital Media Production |

Minors in French & Psychology
« SUNY New Paltz • New Paltz, NY • Dec 2014

VOLUNTEER EXPERIENCE

Fairygodboss.com |

« VIP Career Mentor • Dec 2019 – Present

T. Howard Foundation |

« Career Mentor • Jun 2017 – Present
« Producer/Editor • Oct 2016 – Mar 2017

StreetWise Partners |

« Program Mentor • Mar 2017 – Jun 2017

Producer's Guild of America (East Chapter) |

« Production Assistant, ProducedBy Conference
Oct 2015, 2016, 2017

« Co-Chair, PGA East Student Program
Sept 2014 – Sept 2016

SKILLS & AWARDS

Public Speaking |

« Women's Leadership Summit at New Paltz • Mar 2021
« Media Day at AMC Networks • May 2018
« Alumni Panel at New Paltz • May 2017, 2018
« One Girl NY Media Panel • Dec 2017
« Personal Branding Talk at NCC • Oct 2017

Languages |

« Advanced Spanish
« Conversational French

Awards |

« Outstanding Service • T. Howard • May 2018
« Mentor of the Year • Mentor Scout • Oct 2016

Technical |

« Proficient in Adobe Premiere Pro
« Working Knowledge of Adobe InDesign
« Working Knowledge of Avid Media Composer
« Working Knowledge of Final Cut Pro
« Working Knowledge of Asana
« Beginner in Adobe After Effects

PROFESSIONAL EXPERIENCE

CONDÉ NAST

- **PRODUCER, STYLE DIVISION** | New York, NY | Feb 2020 – Present
 - Manage the execution of branded & white label video for style, beauty, health categories
 - Build timelines and budgets, ensuring projects are executed on schedule and on budget
 - Liaise daily with stakeholders in Production Management, Creative Development, Sales, Post-Production, Publishing, and leadership to guarantee efficiency during production
 - Delegate to Associate Producer, Production Manager and hired crew as needed
 - Source, negotiate with, and supervise talent, writers, crew, vendors and shoot locations
 - Vet all shoots to ensure they adhere to federal, state, company Covid safety guidelines

BUSTLE DIGITAL GROUP

- **LINE PRODUCER / ASSOC. DIRECTOR, VIDEO** | New York, NY | Jan 2020 – Feb 2020
 - Served as production lead for branded content campaigns that feature custom video
 - Supervised 2 Production Managers across branded video and Mic's brand newsroom
 - Led production kickoffs, defined schedules, and delegated projects to PMs
 - Tracked production costs, logged expenses via Expensify and reconciled all budgets
 - Managed outreach, negotiations, and onboarding with freelancers, production partners
 - Ensured productions were cohesive with overall branded campaigns and BDG brands
- **PRODUCTION MANAGER** | New York, NY | Mar 2019 – Dec 2019
 - Managed the production of branded and editorial shoots across all BDG brands
 - Created the video department project management system via Google drive and Slack
 - Built, tracked, and actualized production budgets, managing invoice & expense report submissions and interfacing with finance regularly to ensure timely payments
 - Liaised with Creative Directors and Producers daily to identify and achieve creative goals
 - Hired production crew and vendors, and created pre-production materials for shoots
 - Supervised and delegated tasks to Production Coordinator, 4 Video Fellows, and all crew

VOX MEDIA

- **VIDEO PRODUCER, THE EXPLAINER STUDIO** | New York, NY | Jan 2018 – Mar 2019
 - Led the production of 12 branded video campaigns from development to final delivery
 - Built and managed production budgets and timelines for full scope of campaigns
 - Sourced and booked locations, on-camera talent, directors, and freelance crew
 - Actively communicated creative updates to clients, sales, and internal team leads
 - Prepared pre-production materials such as call sheets, schedules, and shot lists
 - Supervised post-production process, editing stringouts & recording VO as needed
- **CAMPAIGN PRODUCER, VOX CREATIVE** | New York, NY | Jan 2017 – Jan 2018
 - Project managed the execution of 40+ branded content campaigns
 - Created and managed project timelines in collaboration with Account Managers
 - Collaborated with Director of Operations to develop and implement Asana workflow
 - Coordinated client and talent negotiations with producers and legal teams
 - Liaised with production and account managers to foster positive client relationships

EARLY CAREER EXPERIENCE

A+E TELEVISION NETWORKS

- **PRODUCTION COORDINATOR** | New York, NY | Aug 2016 - Jan 2017
- **EXECUTIVE ASSISTANT TO CCO, INT'L** | New York, NY | Aug 2015 - Aug 2016
- **INT'L CONTENT SALES COORDINATOR** | New York, NY | Mar 2015 - Aug 2015