

ALEXANDRA P. GARCIA ORTIZ

SCRIPT ANALYST

/ ALL ABOUT ME

Experienced Receptionist with a demonstrated history of working in the motion pictures and film industry. Skilled in Communication, Theatre, Spanish, English, and Television. Strong administrative professional with a Master of Science - MS focused in Entertainment Business from Full Sail University.

/ CONTACT DETAILS

New York, New York

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Mobile No. 787-615-4581

/ EDUCATION HISTORY

>> Full Sail University

MS Entertainment Business | Class of 2019
> One Year Intensive, Online

>> SUNY Purchase College

BA Playwriting & Screenwriting | Class of 2018

/ WORK EXPERIENCE

>> Reception Lead & Office Coordinator

Company 3, Deluxe Ent., & Method Stds. | 2019 to present
Received Clients for coloring sessions and connected them to their corresponding producer. Managed inventory items. Bought & received facilities supplies and redistributed them to their respective department. Maintained phone directory updated. Assisted with onboarding for new employees & freelancers.

>> Lead Reservations Agent

The Condado Vanderbilt Hotel | 2018 to 2019
Composed, sent, received, and distributed correspondence through letters and emails. Handled customer questions and complaints with professional courtesy. Juggled answering phones while attending to clients in person. Oversaw training of new hires in the office.

>> Circulation Desk Student Assistant

SUNY Purchase College | 2016 to 2018
Established and maintained high standards of student behavior. Acknowledged customer issues and resolved their problems quickly and efficiently. Assisted clients in understanding their available options and helped them select the right service plans for their needs. Effectively communicated with other employees and upper management to ensure complete care of customers. Employed knowledge of library catalog to make appropriate research recommendations for students. Greeted customers and offered them assistance where possible.

>> Librarian Assistant

Rider University | 2014 to 2016
Analyzed company computer needs and recommend upgrades to upper management. Responded promptly to any problems that could delay any aspect of the project and found workable solutions. Collaborated with the Technological Librarian to plan, develop and implement a searchable video inventory.

>> Production Stage Manager

Rider University | 2014 to 2016
Acted as liaison between technical director and designers, cast, and crew. Converted data among various digital formats. Assisted soundboard and camera crews in live and post environments. Maintained inventory of production materials. Coordinated and planned stage management staff training programs, ensuring they were well prepared to succeed in their positions.