

ALONDA BROWN

PERSONAL SUMMARY

IMDB Credited Film and Television graduate with skills in Production and Customer Service, who demonstrates extensive creative ability and strong work ethic. Seeking a position as an Administrative Assistant with a fast-paced company.

SKILLS

Time Management, Creative, Organization, Critical Thinking, Teamwork and Collaboration, Oral and Written Communication, Microsoft Word, Excel, Final Cut Pro, Adobe Premiere Pro, Avid, Pro Tools

CONTACT DETAILS

Phone Number: 301-237-5475
Email: Londybrown20@Gmail.com
Website:
<https://londybrown20.wixsite.com/website>

WORK EXPERIENCE

PRODUCTION INTERN, WASHINGTON DC

Howard University Intern

- Carefully organized Scheduling, Projects and Clients with Excel Spreadsheet
- Collaborated with Screenwriters and Crew Members on Script Development
- Creatively organized Film Awards for Students

ASSISTANT PRODUCER, WASHINGTON DC

Producer for short films "The Job"

- Arrange food distributions, Time Sheets, Production Design and rehearsals for actors
- Ascertained Locations, Actors and Crew Members
- Critically organized Production sets. Receiving IMBD credits.

PROJECTS

WHEN IS IT TIME TO LEAVE?

September 2020

- Writer, Director, Producer, Cinematographer and Editor
- Exposure through Social media management.

WHAT IS LOVE?

October 2020

- Writer, Directed, Producer, Cinematographer and Editor
- ADR to enhance sounds.

Body Mind and Soul

October 2020

- Sync video clips together to make a short film
- Adjusted in foley and special affects to contribute to sound enhancements ,

Don't leave yet.

December 2020

- Critically utilize Pro Tools in order to produce sounds for trailer
- Edited clips in order to link Audio and Video

Assumptions

February 2021

- Writer, Director, Cinematographer
- Created a silent, short film for award show