

Alisa Marie Kelly

Designer / Architecture Student

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EDUCATION

Woodbury University - Burbank, CA 3.39 GPA

Bachelors of Architecture (Fall 2020 - present)

- Third year student: completed 76 credits to date
- Dean's list: Fall 2020 and Spring 2021

SKILLS

Drafting and 3D Modeling

- Rhinoceros
- AutoCAD
- Hand Sketching, Physical Model Making

Documentation and Organization

- Adobe Creative Cloud
 - *Illustrator, Photoshop, InDesign, etc.*
- Microsoft Office
 - *Word, Excel, Teams, etc.*

Other Applicable Skills

- Ability to communicate thoughts and ideas well with others
- Works and collaborates in team settings proficiently
- Excellent organization and adaptability

WORK EXPERIENCE

Art Department / Set Design - Los Angeles, CA

Assistant to Production Designer For Two Projects (2021 Summer Position)

- Worked closely with directors and talent on set
- Ran errands and completed various transactions
- Coordinated with prop rentals and set location renting
- Acquired leadership and organization skills in a fast pace environment

Evolution Music Conservatory - Montrose, CA

Administrative, Front Desk (May - August 2022, Summer Position)

- Took phone calls, responded to emails
- Collaborated in scheduling with clients and employees
- Documented transactions and set up payment services
- Obtained a strong sense of multitasking and time management

OTHER INTERESTS

Media Arts – Producing Music – Set Design – Writing – Reading