

# STEFANIE ALAIMO

NJ, United States

(732) 710 - 8351

stefaniealaimo@gmail.com

## EMPLOYMENT HISTORY

❖ **Owner / Producer, ItsSocialStudio LLC** ..... Aug 2023 — Present

- Developed a content strategy based on the clients' needs and target audience
- Examined ongoing trends to gain engagement
- Filmed and edited social content
- Analyzed analytics to better comprehend video's success (Sprout)
- Curated stock imagery to be used for commercial clients
- Coordinate the best times to post on each platform
- Facilitate invoices to be sent and payments

❖ **Freelance Producer/AP** ..... May 2023 — Present

- Wrote up concept briefs for client
- Collaborated on scripts
- Collected and prepared talent releases on location when needed
- Digitized, logged, and organized video, audio, and receipts
- Resolved any on-location problems when issues arose
- AP: Assisted Producer with shot selection

❖ **Associate Producer- Contract, Color of Change** ..... Jun 2022 — Apr 2023

New York City

- Created a budget and tracked expenses to ensure project stayed within the established budget
- Negotiated contracts with vendors and suppliers to ensure the best value for the project budget
- Developed and implemented a detailed production plan that met all project deadlines and budget constraints
- Monitored project progress and identified potential issues, proactively taking corrective actions to ensure project success
- Pitched, Produced, and Edited History Corrected
- Achieved x4 the normal amount of views for the first episode
- Implemented an innovative production process that saved 30% in production costs

❖ **Intern, True Film Production** ..... May 2018 — Jan 2019

New York City

- Monitored and ordered office supplies, ensuring that the office was always stocked with necessary items
- Maintained production databases to ensure accurate tracking and reporting of production data
- Managed production documents, ensuring all paperwork was accurate, up-to-date, and organized
- Coordinated payments and invoices of vendors over QuickBooks

## EDUCATION

❖ **St. John's University** ..... Staten Island, NY

B.S TV/Film

## SKILLS

Leadership and Teamwork .....	Social Media .....
Ability to Multitask .....	Adobe Creative Cloud .....
Fast Learner .....	Avid Media Composer .....
Quickbooks .....	Microsoft Office .....

Communication Skills ..... Google Suite .....  
Project Management .....

## COURSES

❖ Adobe Premiere ..... Aug 2023  
*Udemy*

❖ Adobe After Effects ..... Aug 2023 — Present  
*Udemy*

❖ Foundations of Digital Marketing and E-commerce ..... Mar 2023  
*Google*

## REFERENCES

❖ Natalie James ..... 732-778-9453  
*Color of Change*