



ALEXIS SIMMS

Production
Assistant

For the past year, I have been working as a Live-Action PA in Louisiana, my home state. As a medium, Animation holds no bounds and the sheer question of what can be with Animation excites me. I want to be a part of the storytelling and the people behind it, problem-solving, being an excellent hand for those in need, and learning to understand the job while getting it done efficiently and precisely.

RELEVANT EXPERIENCE

2021-
2022

Queen Sugar
Warner Bros. (Covid Office PA)

Interview with a Vampire
AMC (Covid BG PA)

True Lies (Pilot)
Disney (Covid Cast PA)

- Organizing appointments and mail, Coordinating couriers, and Dealing with deliveries, Relaying messages between teams.
- General Office Duties, such as photocopying, scanning, filing, and maintaining company documents, both physical and online.
- Planning production space on location, Running errands, and Assisting on set where needed.
- Monitoring, Managing, and Enforcing PPE standards per studio pandemic safety guidelines.

2019-
Present

Freelance Editorial Sensitivity Reader
Salt and Sage Books

- Analyzing projects, Giving honest and Constructive feedback.
- Determine the readiness of written pieces, and Offer suggestions to level up various manuscripts.
- Developing and Maintaining a pool of expert field sources to track Prevalent issues within multiple projects.
- Scheduling and Tracking the progress of assignments to meet Deadlines.

SKILLS

- FileMaker Pro
- ShotGrid
- Google Workspace (Calendar, Sheets, Drive, Gmail)
- Microsoft Suite (Word, Excel, Outlook, Skype)
- Adobe Suite (Photoshop, After Effects, Acrobat)
- Zoom
- Slack

AFILIATIONS

**Black N' Animated X Netflix
Animation Foundations Program**
2022

- early creatives from underrepresented communities prepare for careers in animation.

**NOVAC-IATSE PA Film Industry
Training**
2021

- Learned basic skills for a PA position.

CONTACT

- Aalexissimms@gmail.com
- linkedin.com/in/aalexissimms
- New Orleans, LA

QUIRKS

- Almost went to school to be an Anthropologist and Linguist; still cool, still can.
- I continually embarrass myself in public when listening to music. It's my joy, and I have no shame.