

PATRICIA ALBERTO

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SUMMARY

Highly skilled and experienced Full Stack Web Development bootcamp graduate with a robust background in Television and Virtual Reality Production. Expertise in project management and production coordination with proven ability to streamline processes, liaise with stakeholders, and ensure successful content capture. Skilled in collaborating with diverse teams, corresponding with clients, and ensuring timely execution of projects. Excellent organizational, communication, and problem-solving abilities with a strong attention to detail.

EDUCATION

- ❖ Full Stack Web Development Certificate, *University of California, Los Angeles*
- ❖ Master of Arts in Communication Studies: Telecommunication & Film, *California State University, Los Angeles*
- ❖ Bachelor of Arts in Communication and Socio-Cultural Linguistics, *University of California, Santa Barbara*

TECHNICAL SKILLS

HTML, CSS, Advanced CSS, JavaScript, Web APIs, Third-Party APIs, Server-Side APIs, Node.js, Object-Oriented Programming (OOP), Express.js, SQL, Object-Relational Mapping, Model-View-Controller (MVC), Computer Science for JavaScript, NoSQL, Progressive Web Applications (PWA), React, MERN stack development, State management

EXPERIENCE

Strivr Labs Inc. Producer / Project Manager - 2019 - 2022

- Work alongside Instructional Designer, Creative Director, and Editors to reach project milestones by executing and streamlining steps in project plan while liaising with Solutions Architect and client.
- Develop and communicate Pre-Production expectations and timeline for client and crew to ensure all needs are met in order to accomplish successful content capture.
- Book travel, vendors, cast, and crew for shoots; Securing all assets and resources required to execute content capture to honor the client's vision.
- Facilitate and execute the overall on-site shoot production

United States of AI, WBTV Assistant to the Producer - 2020 -2022

- Managed distribution of all crew documents via Scenechronize Production Office platform.
- Oversaw digital streaming to remote crew, Studio and Network of table reads, run-thrus, and film days via Teradek
- Generate and coordinate full execution of Directors contracts and needs

Stand Up To Cancer Senior Production Coordinator - 2017 - 2019

- Orchestrated video production of PSA and science content, and SU2C multi-network fundraising specials shoots.
- Oversaw all project management and traffic processes for the Production Department.
- Tracked and managed organization of post-production assets, including media and digital deliverables.

Motion Graphics Coordinator: *Mob Scene; Buddha Jones* - 2016 - 2017

- Corresponded with clients and finishing artists about design and execution to meet requests and deadlines.
- Point of contact between Art Director, Finishing team, Graphics artists, Producers, and Studios for creative implementation and streamlined execution of projects.
- General upkeep of GFX output logs, freelancer scheduling, department updates and quality control of content.
- Collaborated with the Creative Director in scheduling, organizing, and managing the Graphics team's workload.
- Implemented a project timeline to track deadlines, artist assignments, and producer requests.

Production Coordinator - 2011 - 2016

Time Crunch Pilot NBCUniversal; *Take It From Us Pilot* Sony Pictures Television;

One Big Happy WBTV; *2 Broke Girls* WBTV

- Built and processed official Production notices/correspondence to staff, Network, and Studio.
- Coordinated rental agreements and delivery of production expendables with studio facilities and 3rd party vendors.
- Generated cast and stage crew deal memos, insurance and contracts as well as created complete wrap binder for Pilot documentation
- Managed a 30-person office crew serving as point of contact between the Producers, Writers, Stage Crew, Network, and Studio.
- Responded expeditiously, providing support as liaison for any requests from Cast members, Stage Crew, Production office staff, Studio Operations, and Network and Studio Executives.
- Audience Coordination: Coordinated parking, security, and logistics of loading a 200-person audience for a weekly live taping.
- Coordinated catering for 50+ person Production Meetings and Table Reads.
- Completed and managed Work Authorizations log; Contacting studio to resolve any discrepancies with the budget.

***2 Broke Girls* 2nd Assistant Accountant, July 2015 - March 2016**

- Payroll Accountant: Processed time cards, Background Extras vouchers, and Production Reports
- Processed invoices, purchase orders, and P-Card transactions by logging them into the payment system.