

ALEXANDRA CLEMENT

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Portfolio: <https://acwinters01.github.io/portfolio>

WORK EXPERIENCE

Production Associate

Nickelodeon Animation, Burbank, CA (Remote) - Sept 2021 - Current

- * Collaboratively worked on four acclaimed TV shows, including "Star Trek: Prodigy" and "The Patrick Star Show."
- * Innovated a Google Sheets-based Note Ingest using **Javascript**. It automated the export of notes into a new spreadsheet and facilitating swift integration into **ShotGrid**. This system markedly improved data ingestion speed and accuracy.
- * Maintained rigorous accuracy and integrity of data within **ShotGrid**, ensuring dependable project tracking and management.
- * Assigned and supervised tasks for designers, optimizing team productivity and project alignment.
- * Led communication with international vendor studios, efficiently distributing build notes, annotations, and assets, and fostering robust cross-team collaborations.

Freelance Web Developer

Remote - May 2023 - Current

- * Designed and developed responsive websites for a variety of mock small business clients to demonstrate proficiency in front-end development, UX/UI design, and SEO.
- * Collaborated with fictitious clients across diverse industries including creative agencies, and fashion e-commerce to simulate real-world scenarios and needs.
- * Utilized HTML, CSS, JavaScript, React, Redux, and responsive frameworks to create fully functional and visually appealing user interfaces.
- * Implemented features such as product filtering, animations, contact forms, and mobile-first designs to showcase problem-solving skills and technical range.

Administrative Assistant

Manitoba Corp; St. Louis, MO - Feb 2020 - Aug 2020

- * Efficiently organized and managed paperwork for both incoming and outgoing shipments, ensuring seamless operational flow.
- * Utilized **pgAdmin** and **PostgreSQL** for effective database management, streamlining our shipment tracking processes.
- * Successfully coordinated over 45 truck shipments autonomously during the Plant Manager's absence, demonstrating strong independent leadership and organizational skills.
- * Monitored and tracked hundreds of recycling material units, maintaining accurate inventory records.
- * Proactively scheduled and oversaw time-sensitive shipments of copper and zinc, consistently ensuring timely delivery to meet strict deadlines.
- * Supervised warehouse staff, including managing time cards and liaising with corporate offices for payroll processing.

Temporary Filing Clerk

Mears Group; Collinsville, IL — September 2019 - November 2019

- * Utilized **pgAdmin** and **PostgreSQL** to efficiently organize and manage digital invoices and correspondence.
- * Categorized and filed hundreds of physical receipts, invoices, and documents in both numerical and alphabetical order.

Temporary Contract Support

Enterprise Holding, St. Louis, MO - Jul 2019 - September 2019

- * Prepared and sent contracts to the Legal team.
- * Electronically signed and uploaded contracts into Microsoft Dynamics for efficient record management.

Temporary Legal Assistant

Besserman Law, Edwardsville, IL - Feb 2019 - July 2019

- * Corresponded with clients in a fast-paced and high-energy work environment
- * Scheduled appointments and maintained strenuous calendars for **two** attorneys
- * Managed legal correspondence of 40+ clients and other law offices

KEY SKILLS

Programming & Scripting:

- * JavaScript, React, Redux, Node.js, Express.js, Python, SQL, HTML5, and CSS3

Software Proficiency:

- * MS Office, Blender, Adobe Photoshop, and Unreal Engine

Development & Version Control:

- * Pycharm, Visual Studio Code, Git and GitHub

Testing:

- * Jest (JavaScript)

EDUCATION

University of California Santa Cruz:

- * B.A: Art & Design - Games and Playable Media | 2014 - 2018

Udemy:

- * 100 Days of Code: The Complete Python Pro Bootcamp

Codecademy:

- * Certificate: Web Development Foundations
- * Certificate: Building Interactive Websites
- * Certificate: Front End Development