

ALEXANDRA STERLIN HARWEEN

Davie, FL 33314

(954) 494-7997

asterlin@gmail.com

- Career changer eager to build software solutions for not-for-profit organization.

EDUCATION

RETURN TO SCHOOL MID-CAREER:

Broward College, Fort Lauderdale, FL

Technical Certificate Computer Programming Specialist

A.S. Software Development, Anticipated 2022

GPA 4.0

Coursework

Intro to Computer Programming (Python)

Introduction to Project Management

A+ Comprehensive

Computer Programming II (Java)

Introduction to Databases and MySQL

Computer Programming I (Java)

Web Authoring I (HTML/CSS/JavaScript)

Yale University, New Haven, CT

B.A. Comparative Literature

H.S. Diploma, Phillips Academy, Andover, MA

CERTIFICATIONS

CompTIA Project+

WORK EXPERIENCE

April 2005-May 2019 **Office Manager & Producer, Animatic Media, Ft. Lauderdale**

Project Manager:

- Oversee production of animated test commercials. Liaison between advertising agency clients and artists, animators around the world. Communicate details of the storyline, character descriptions, settings and animation to creative director, illustrators, and 2D and 3D animators.
- Keep projects on schedule and budget. Monitor daily art and animation progress.
- Generate estimates ranging from \$5,000 to \$100,000 in Quickbooks and Excel, based on labor breakdown and client budgetary constraints.
- Schedule jobs to accommodate both client deadlines and studio resources. Forecast staffing needs and hire freelance artists accordingly.
- Oversee photo and video shoots including casting, wardrobe, and hiring production staff.

1998-2003 **Broadcast Producer, BBDO, New York**

- Produced television commercials from storyboard through post-production for clients including Pepsi, Frito-Lay, Gillette, FedEx, Bayer and KFC. Liaison among creative team, account management, client and vendors; communicated creative direction, client requests, and legal requirements to directors, editors, effects artists & audio engineers.
- Developed and maintain timelines for overlapping projects and multi-spot campaigns.
- Negotiated vendors' fees and generated estimates within client budgets. Managed productions with budgets ranging from pro-bono to \$3MM.

Fluent French - Conversational Spanish - Stickler for grammar in English