

Dana Alter

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Objective: To gain experience in the field of web design by obtaining a position that utilizes my skills, educational background, and ability to work well with others to make a positive contribution to the organization.

Experience:

Account Coordinator/Manager

October – July 2015

Rabinovici & Associates

Miami, Florida

- Managed and coordinated lucrative client accounts for marketing agency
- Handled day to day; scheduled internal and external projects, managed daily client calls, set up and hosted meetings to discuss projects (both internally and externally).
- Worked closely with CEO/Marketing Director
- Worked closely to manage a team of designers, coders, copywriters, and client to ensure project quality and adhere to deadlines.

Production Assistant for *New Kids On The Block* Reunion Cruise 2014 “Rock This Boat”

June 2014

Jarrett Creative Group (TV Guide Network)

New York City, New York

- Assisted in overall planning and preparation for reality TV show “Rock this Boat”.
- Assisted in logistical planning and all necessary arrangements for a cruise to Bermuda with ‘New Kids On The Block’ band (includes: crew of over 50, equipment rental, craft services, paperwork, electronics, etc.)
- Worked closely with team of producers to gather story lines, and manage talent.
- Teamed with camera crew to capture necessary footage under unique circumstances.

Key Production Assistant for Production Management

October –May 2014

Crowd Goes Wild (Fox Sports 1)

New York City, New York

- Performed several duties among various platforms to assist production of LIVE show in any way (assisted wardrobe, control room, talent, and production, and liaised between cast, crew, and offices at other locations on needs and requirements at any and all times.)
- Ran time sensitive errands between Production office and various departments to ensure we had materials for show
- Prepared studio for day’s work; such as copying scripts and distributing schedules
- Worked closely with Production Coordinator, Production Manager, and Line Producer to ensure necessary tasks and deadlines have been met in preparation for show
- Assisted with Electronic News Gather and Field Shoots at locations outside of studio
- Provided healthy and budget friendly options for craft services
- Logged, categorized, and archived all daily purchase orders and maintain files for Accounting department
- Handled attention to Guest Release forms as well as booking/ managing transportation & hotel arrangements

Production Assistant

August 2013

ESPN Foot Locker Commercial

Elizabeth, NJ

- Assisted in preparations for putting together set
- Oversaw props and display used for commercial
- Worked with crew to ensure smooth production of commercial
- Communicated closely with Production Coordinator and Director of Photography to execute necessary tasks

Talent Production Assistant

April 2013- July 2013

Nick Studio 10 (Nickelodeon)

New York, New York

- Handled arrangements and accommodations in tandem with Talent
- Coordinated and communicated with production team
- Made sure Talent was in accordance with schedule, and assisted by providing necessary support
- Responsible for assisting Talent department in any way
- Provided Administrative support when necessary

<u>Page</u>	September 2011- October 2012
Late Show with David Letterman (CBS)	New York, New York
<ul style="list-style-type: none"> Coordinated audience by booking, ticketing/checking-in, and seating audience members during time of show, and clearing theater in time after show. Worked closely with team to coordinate and organize "check-in" ticket process for live show. Helped audience in any way to ensure an ideal "Late Show experience". Public Speaking; Interacted with audiences and answered questions (over 450 people daily). Often had to publically speech in front of full theater. Responsibilities for making sure audience members are familiar with rules and codes of conduct. Answered high volumes of incoming calls, operating "stand-by" phone line, and made high volumes of outgoing calls to book audience members. Managing box office shifts and managing guest calls as liaison between audience and show producers. 	
<u>Production Assistant</u>	May 2012
Survivor Season Final	New York, New York
<ul style="list-style-type: none"> Greeted audience members Assisted in the arranging, ticketing, and seating of audience members inside and outside theater Handled audience production for overall quality of show 	
Education:	
Miami International University of Art & Design – AI (Current)	2015-2017
<ul style="list-style-type: none"> Bachelor's degree in Graphic Design Concentration in Web Design 	
IDC Herzliya, Israel	2007-2011
<ul style="list-style-type: none"> Bachelor's degree in Communication Specialization in Persuasive Studies 	
Northern Valley Regional High School, Demarest	2004-2007
<ul style="list-style-type: none"> GED Degree 	
Languages: English, Hebrew, and basic Spanish	