



Education

2021 - 2024

BS in Video and Film Production
Wilmington University

Skills

1. Administration
2. Script Supervision
3. Photography
4. Cinematography
5. Video Editing

Programs

1. Google Suite
2. Adobe Premiere Pro
3. Adobe Photoshop
4. Airtable
5. WordPress

Contact

Phone

302 - 531 - 7888

Email

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Alexis M. Reid

Multimedia Generalist

Recent graduate with a BS in Video and Film Production. Diverse education in multimedia techniques and software programs. Currently creating digital content for a non-profit group and looking to branch out into more narrative production.

Experience

2023

Reel Families for Change | Remote

Video Editor

Reel Families for Change is non-profit organization that seeks to understand and find solutions to the problems that underserved communities face in the film-making industry, including but not limited to those who are caregivers, disabled, neurodivergent, and or apart of the LGBTQ+ community. As a brief internship, I was tasked with the following:

- Completing two separate call action videos
- Rearranging clips for cohesion
- Applying basic color correction and lower thirds
- Follow a brand design kit supplied by my supervisor
- Design title cards for use in both videos

2022 - Present Day

Delmarva Youth and Family Institute | Hybrid Role

Assistant Administrator

The Delmarva Youth and Family Institute is a non-profit "with the mission of coordinating material resources and administrative support to bolster grassroots initiatives that assist local groups in taking charge of the development of their communities." As the assistant administrator for the Delmarva Youth and Family Institute, I am responsible for the following:

- Taking Detailed Meeting Notes
- Distilling Audio Correspondence into Type
- Processing Registration forms
- Setting up appointments for facility maintenance.
- Consult with the head administrator about recent developments
- Develop and implement record keeping processes

2020 - Present Day

Delmarva Youth Service Leaders | 101 North Main St, Federalsburg, MD 21632

Lead Creative of Media Team

As the lead creative for the Delmarva Youth Service Leaders media team, my responsibilities pertain to anything visual communications. I create the following things for this youth group:

- Website Buildout
- Newsletter Design and Copy Edit
- Event Photography & Cinematography
- Social Media Set Up and Maintenance
- Brand Design and Implementation
- Progress Report Design
- Video Editing
- Slideshow Creation

2020-2021

Torrid LLC | 1365 N Dupont Hwy Ste 4040A, Dover, DE 19901

Sales Associate

Torrid is a retail clothing store with fashion designed for plus-sized women. As a sales associate, I was responsible for the following:

- Greeting customers and offering assistance
- Keeping clothing racks and shelves neat
- Sanitizing the store as needed
- Learning to understand different fashion trends to direct customers to the correct pieces.
- Checking customers out
- Processing Refunds
- Getting customers signed up for rewards programs and credit cards
- Learning how to encourage customers to try things they normally wouldn't wear.