

# ALEKS ARCABASCIO

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## SUMMARY

Passionate team player with 10+ years experience assisting Entertainment Executives and coordinating multiple departments, seeking to pivot into a role supporting an Executive in Scripted TV or Film.

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## SELECTED WORK EXPERIENCE

### FREELANCE

(Dec. 2011 – Sep. 2018 & Jan. 2022 – Present)

#### **Producer**

- Brings stories to life by turning creative visions into concrete tasks, building schedules and budgets, clearly communicating detailed plans, and solving problems on time within budget
- Hires crew, casts talent, writes and negotiates contracts, permits locations, supervises workplace safety, and coordinates all key creative and logistical stakeholders in-person or remotely
- Responsible for producing TV programs (including *Sebastian Wakes Up* for Pop TV), short series (including *Animal Agent* for go90 and *Pursuit of Sexiness* for UCB Comedy), and content for clients including Netflix, MTV, Fox Sports, Warner Bros, Pop TV, Pepsi, Uber, Target, Girl Scouts, Above Average, Hallmark, College Humor, Improv Everywhere, UCB Comedy, etc.

### DVRG

(Jan. 2019 – Dec. 2021)

#### **Producer**

- Produced TV programs (including *Pixar In Real Life* for Disney+ from development through wrap), Commercials, and viral multi-platform Branded Content at award-winning creative studio/prod. co.
- Managed client relations, ideation and bidding, pre-production, production, post and final delivery, commanding teams as large as 200 and as small as 3, for world-famous media & consumer brands
- Effectively provided Executive Assistant services for the President, Partners, and key collaborators, managing office administration, scheduling, phones, accounting, creating pitch decks, organizing travel and outside vendors, disseminating confident information, researching, and project tracking

### DVRG

(Sep. 2018 – Jan. 2019)

#### **Producer (Contract)**

- Produced viral comedy videos and promos for Netflix, Target, Ocean Spray, Improv Everywhere, etc.

### WNET New York Public Media

(Mar. 2016 – May 2016)

#### **Production Manager**

- Collaborated with Producers and financial and legal departments to build schedules and manage TV shoots. Coordinated talent, hired crew, and secured equipment for programs including NYC Arts, MetroFocus, One on One with Steve Adubato, Theater Close-Up, WNET Gala, and WLIW Pledge Drive

### FREELANCE

(Dec. 2011 – Sep. 2018)

#### **1st Assistant Director**

- Created schedules and call sheets, coordinated cast and crew, and led TV, Film & Commercial sets safely and efficiently for clients such as Facebook, Cadillac, Burger King, Amazon, Funny or Die and E!

### FREELANCE

(Dec. 2011 – Dec. 2015)

#### **Production Assistant (Office & Set)**

- Supported Executives, A-list talent, Assistant Directors & all departments in TV, Film & Commercials
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## EDUCATION

- **New York University Tisch School of the Arts** BFA Film & Television: Honors Scholar (2008 - 2012)
  - **BBC Academy TV Production and Media Training Modules** London, England (2011)
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## SKILLS & INTERESTS

- Writer/Producer of short series *Artistically Challenged* (Raindance Web Fest Special Festival Prize 2015)
- Contributing Writer on the *Coloring for Grown-Ups* book series: *Holiday Fun Book* (2013); *College Companion* (2014); and *The Ultimate Coloring for Grown-Ups* (2015) editions
- Upright Citizens Brigade: Sketch 101-301, Improv 101-401, and additional comedy workshops
- Proficient in all applications of Microsoft Office, Google Suite, DocuSign, Asana, Canva, Final Cut Pro, Final Draft, Breakdown Express, Movie Magic Budgeting & Scheduling, Showbiz Budgeting