

Alexandra Velazquez



diversely trained and adaptable artist
exploring the possibilites of all modes
of storytelling

Education

FLORIDA STATE UNIVERSITY

Theatre B.A.

June 2020 - May 2024

Cumulative GPA - 3.809

Magna Cum Laude

NEW WORLD SCHOOL OF THE ARTS

High School Diploma

August 2016 - May 2020

Skills

Detail-Oriented and Highly Organized

Resourceful and Creative Problem Solver

Strong Work Ethic and Time Management

Adaptable and Efficient Multitasker

Excellent Written and Verbal Communication Skills

Extremely Self-Motivated

Thrives under pressure and in fast-paced environments

Printer Saavy

Trained in Adobe Creative Cloud (Photoshop, Illustrator, Premiere Pro, and Acrobat)

2+ years of experience with Microsoft Office and Google Suite

Proficient in all Visual Art Mediums

Advanced Makeup Artistry and Design Skills

Versed in Hand and Machine Sewing

Contact

Based in Brooklyn, NY, 11231

allyvspax@gmail.com

(786) 602-3002

References Available Upon Request

Production Experience

Universal Television LLC- FBI Season 7/8

Brooklyn, NY- Set Dec Production Assistant

January 2025 - Current

- Organize a monthly shooting calendar based on current episode one-liners.
- Stay up to date and adjust accordingly to script rewrites, one-liner changes, and general updates sent through the department's Slack channel.
- Coordinate with the set dressing foreman to arrange rental pick-ups and update transit sheets accordingly.
- Print and distribute various production documents, such as calendars, director's notes/plans, graphics, and scripts, to the set decorators and dressers.
- Assist in compiling POs and tracking all set dec purchases for the art department coordinator.
- Collect all production-related receipts and submit expense reports to accounting through the Cashed system.
- Fill out Timecards for each set decorator.
- Place and pick up lunch/crafty orders for the art department.
- Research episode content to provide thorough contextualized overviews to the set decorators.
- Manage various department responsibilities such as running miscellaneous errands, renewing memberships and subscriptions, organizing the kitchen/office, and maintaining office supplies.

Hungry Man Inc.- Arby's Commercial - Art Dept. Assistant

September 2025

- Placed orders and paid invoices for materials and set decoration via phone, online commerce, and email.
- Conducted research and compared items/vendors to find various set dressing and materials.
- Completed PO forms for every single vendor from which materials were purchased and COI forms when necessary.
- Kept track of multiple incoming packages and updated the Art Dept. Coordinator with delivery statuses.
- Assisted with phone and email correspondence between vendors and administered any necessary documents (tax-exempt forms, COI's, etc)
- Rented vehicles for pick-ups/returns.
- Organized and maintained production-related documents on Dropbox to be compiled seamlessly during wrap.
- Updated set inventory photos and assisted in organizing returns and donations during wrap.
- Ordered breakfast for the build crew and ran misc. errands as necessary.