

# LEXI LOCCISANO



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## SUMMARY

Reliable administrative professional with 5+ years of experience supporting teams in entertainment and events

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## SKILLS

Research  
Executive Support  
Project Management  
Computer Skills  
Customer Service  
Time Management  
Social Media  
Leadership

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## CERTIFICATIONS

Certified Nonprofit Professional (C.N.P.)  
Certified in Microsoft Office

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## EXPERIENCE

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### **MATTEL, INC.**

PRODUCTION COORDINATOR | 2016 – 2019

- Booked travel, scheduled meetings, and provided support to project management team, director, and VP as needed
- Created and updated department documents / databases
- Completed onboarding paperwork, IT and facilities requests, purchase orders, expense reports, and ordered supplies
- Maintained vendor relationships and researched new vendors

### **THE VOICE – SEASON 11**

TRANSCRIBER – POST PRODUCTION | 2016

- Consistently completed transcripts of footage using PilotWare under tight deadlines with keen attention to detail
- Formatted transcribed material to send to media coordinator

### **SHARK TANK – SEASON 8**

TRANSCRIBER – POST PRODUCTION | 2016

- Transcribed footage quickly and accurately using PilotWare
- Notated elements essential to story development

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## EDUCATION

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### **BACHELOR OF ARTS**

UNIVERSITY OF CENTRAL FLORIDA | 2012 – 2016

- *Majors:* Radio / Television, Writing and Rhetoric
- *Minors:* Music, Nonprofit Management
- *Internships:* iHeartRadio, WUCF FM, and WUCF TV

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## COMMUNITY ENGAGEMENT

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### **UCF HOUSING & RESIDENCE LIFE**

RESIDENT ASSISTANT | 2012 – 2016

### **UCF UNIVERSITY WRITING CENTER**

WRITING CONSULTANT | 2015 – 2016