

# LEXI LOCCISANO



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## SUMMARY

Reliable administrative professional with 5+ years of experience supporting teams

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## SKILLS

Client Relations  
Executive Support  
Project Management  
Information Technology  
Social Media Management  
Microsoft Office, Google Suite  
Adobe Creative Cloud  
Mac/Windows  
HTML/CSS

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## TALENTS

Writing  
Performing  
Producing Videos  
Editing  
Design

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## EXPERIENCE

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### MATTEL

PRODUCTION COORDINATOR | *December 2016 - Present*

- Lead weekly team meetings, conduct research, make purchases for shows within a limited budget, and coordinate travel
- Create and maintain production schedule and department documents / databases

### SHARK TANK & THE VOICE

TRANSCRIBER – POST PRODUCTION | *June 2016 - December 2016*

- Consistently completed transcripts of footage using PilotWare under tight deadlines with keen attention to detail
- Managed and formatted transcribed material to send to producers for story editing

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## EDUCATION

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### BACHELOR OF ARTS

UNIVERSITY OF CENTRAL FLORIDA | *August 2012 - August 2016*

- *Majors:* Radio / Television, Writing and Rhetoric
- *Minors:* Music, Nonprofit Management (C.N.P.)
- *Honors:* Top Honor Graduate, Summa Cum Laude, Department of Writing and Rhetoric Undergraduate Student Excellence Award, President's Honor Roll, President of Pi Epsilon Pi
- *Internships:* iHeartRadio, WUCF FM, and WUCF TV

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## COMMUNITY ENGAGEMENT

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### UCF HOUSING & RESIDENCE LIFE

RESIDENT ASSISTANT | *December 2012 – May 2016*

- Hosted 500+ events for residents in communities of over 700
- Served as a resource for students / parents in-office and on-call

### UCF UNIVERSITY WRITING CENTER

WRITING CONSULTANT | *August 2015 – May 2016*

- Tutored undergrad, grad, & PhD students across disciplines
- Developed tutoring materials and delivered presentations