




CONTACT

 Baltimore, MD 21217

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 apapalitskas@gmail.com

PROFESSIONAL SUMMARY

Motivated and dedicated professional with a proven ability to thrive both independently and collaboratively. Eager to leverage experience, adaptability, and a strong work ethic to contribute meaningfully to company success.

Quick to master new processes and always seeking opportunities to learn and grow. Resourceful and results-focused, with a passion for efficiency and impactful outcomes. Seeking a role with a dynamic team to excel and continue growing within a creative, forward-thinking environment.

SKILLS

- Project Management
- Budget Management & Creation
- Effective Communication
- Adaptability & Problem Solver
- Creative Direction
- Production Deck Creation
- Film and Video Production
- Photo Production
- Marketing and Advertising
- Client Relations
- Copywriting
- Adobe Creative Suite
- Asana & Project Management Software
- Social Pilot & Social Media Software
- Analytics & Reporting
- RFP & Proposal Creation

ALEX PAPALITSKAS

PRODUCER



EXPERIENCE

AGENCY PRODUCER ICF NEXT - Baltimore, MD
07/2024 - Present

- Developed and implemented effective strategies for agency projects
- Developed budgets and processed estimates
- Negotiated contracts with vendors
- Ensured adherence to legal requirements relating to copyright laws, insurance, and internal policy
- Collaborated with creative directors to ensure successful execution of campaigns within budget constraints
- Excellent problem solving abilities and management of any difficulties that arose during the course of a project
- Facilitated communication between multiple departments involved in agency projects from conception through completion
- Implemented best practices for team productivity
- Built relationships with external vendors such as other agencies, photographers, editors, and designers
- Sent out reports outlining progress updates on various productions for senior management review
- Organized meetings with stakeholders to discuss objectives
- Supervised post-production activities including editing, color correction, audio mixing, VO, and retouching
- Performed administrative tasks, such as maintaining records, organizing key links and PII documents
- Attended meetings, seminars and programs to learn new skills

PRODUCER Stereoscope Studios - Baltimore, MD
09/2022 - 06/2024

- Negotiated contracts and deals with vendors, suppliers, and talent.
- Ensured compliance with laws related to copyright, trademark, defamation and other legal issues pertaining to broadcast media.
- Managed the budgeting process of production projects from pre-production through post-production.
- Developed creative strategies to maximize resources while maintaining high quality standards.
- Coordinated crew members on set to ensure smooth operations during filming.
- Attended planning meetings and interfaced with internal departments and clients to resolve issues.
- Established overall project schedule based on individual task estimates.
- Scheduled shoots based on availability of actors, locations, and crew.

SOCIAL MEDIA MANAGER Stereoscope Studios - Baltimore, MD
02/2023 - 06/2024

- Generated content ideas to engage target audiences and increase followers.
- Managed content creation, curation and scheduling of content.
- Managed posts to increase engagement.
- Maintained social media calendar, supporting brand identity while tapping into seasonal moments and appropriate trends.
- Worked closely with design team members to create visually appealing graphics for use across all channels.
- Created engaging copy for posts that peak engagement.

● **DIRECTOR OF MEMBERSHIP SERVICES** Maryland Podiatric Medical Assoc. - Towson, MD
10/2020 - 01/2024

- Identified areas where organizational policies could be improved upon in order to enhance customer experience.
- Created and managed budgeting processes for all membership services activities.
- Managed customer service operations, including responding to inquiries, complaints, and resolving conflicts for over 200 members.
- Maintained records of member data and updated databases accordingly.
- Managed all membership dues and the transfer of funds to the national organization.
- Organized events such as seminars and workshops to educate members on benefits of their membership.

● **PRODUCTION COORDINATOR** Planit Agency - Baltimore, MD
02/2023 - 03/2023

- Demonstrated excellent problem solving abilities when faced with challenges or unexpected changes in scope or timeline.
- Successfully coordinated and managed the production, ensuring timely completion of tasks while staying within budget.
- Implemented creative solutions to resolve issues that arose during the production process quickly and effectively.
- Drafted detailed instructions and guidelines for crew involved in various aspects of production.

● **PRODUCTION MANAGER & BTS FOOTAGE CAPTURE** Laura Chase De Formigny Photography, Commercial Campaign - SilverSpring, MD
11/2022 - 11/2022

● **PRODUCTION COORDINATOR** Guerilla Hollywood - OTHERtone with Pharrell, Scott, and Fam-Lay - Los Angeles, CA
11/2021 - 11/2021

● **PRODUCTION COORDINATOR** GOT THIS - Hellmann's Mayo Commercial with Jose Andres - SilverSpring, MD
09/2021 - 09/2021

● **PRODUCTION MANAGER** Stept Studios - FootJoy Commercial - Baltimore, MD
08/2021 - 08/2021

● **ART DEPARTMENT ASSIST** One X Studios - Ancestry.com Commercial -
Washington, DC
01/2020 - 01/2020

● **ART ASSIST & PROP ARTIST** Namesake - Giant Foods Commercial -
Washington, DC
12/2019 - 12/2019

● **WARDROBE / STYLIST** Cerebral Lounge - March of Dimes Photoshoot -
Washington, DC
10/2019 - 10/2019

● **WARDROBE ASSISTANT** FiN Films - John Deere Commercial - SilverSpring,
MD
09/2019 - 09/2019

● **BIG BIRD'S HANDLER** Cerebral Lounge - Sesame Street "Big Bird's Road
Trip" - New York, New York
06/2019 - 06/2019

● **KEY PRODUCTION ASSISTANT** NETFLIX, DEF U" REALITY, Hot Snakes -
Washington, DC
01/2019 - 01/2019

● **PRODUCTION COORDINATOR & LOCATIONS** Guerilla Hollywood -
MONEYBAGG YO FEAT. J. COLE - "SAY NA" MUSIC VIDEO - SilverSpring, MD
10/2018 - 10/2018

● **PHOTO ASSISTANT TO RUVEN AFANADOR** New York Magazine- Senator
Cory Booker Photoshoot - Washington, DC
06/2018 - 06/2018



EDUCATION

● **BFA: PHOTOGRAPHY & PRINTMAKING**
MICA / Maryland Institute College of Art, 01/2018



REFERENCES

● References available upon request