

ALDA MATOS

Contact

Phone : 772-631-9940

Email : matos.alda20@gmail.com

LinkedIn: <https://tinyurl.com/yckcyxd2>

Skills

Hospitality

Studio Management

Phone and Email Communication

Organization

Client Interfacing

Leadership

Scheduling

Creative Problem Solving

Customer Service

Pitching + Presentations

Software

Movie Magic Software

Microsoft Office Suite

Google Drive Suite

Final Draft Software

Final Cut Pro X

Mac and Windows OS

Canva

Basecamp

Indeed

Production Assistant Production Coordinator Associate Producer

Education

BACHELOR OF FINE ARTS

MAJOR: Film/Television Production MINOR: Art History

Savannah College of Art and Design

Summa Cum Laude

Contract Work

IN-HOUSE PRODUCER

Mr. Beast Youtube LLC

[I Survived 50 Hours in Antarctica](#) - 115 million+ views

[1,000 Blind People See for the First Time](#) - 140 million+ views

[\\$1 vs \\$500,000 Plane Ticket!](#) - 160 million+ views

IN-HOUSE PRODUCTION COORDINATOR

Moxie Productions

Selected Works (Film)

AIR

June 2022 | KEY PRODUCTION ASSISTANT

[Sole Productions, LLC](#) // Director: Ben Affleck

CALLS FROM THE INSIDE SEASON 2

Sep '21 | KEY PRODUCTION ASSISTANT

[LION Television & Investigation Discovery](#)

CHI CHI'S JUST A LITTLE DRAG SEASON 2

Aug '21 - Nov '21 | SERIES PRODUCER

[REGIONAL EMMY-NOMINATED SERIES](#)

[Club ONE](#)

PARADISE CITY

September '21 | BASECAMP PRODUCTION ASSISTANT

[308 Entertainment](#) // Director: Chuck Russell

Selected Works (Commercial)

RALPH LAUREN RLX GOLF 2022 CAMPAIGNS

April 2022 | PRODUCTION COORDINATOR

[Moxie Productions](#)

RALPH LAUREN MENS, WOMENS, & CHILDRENS 2022 CAMPAIGNS

Dec 2021-April 2022 | PRODUCTION COORDINATOR

[Moxie Productions](#)

TORY BURCH SPORT SPRING '22 CAMPAIGN

December '21 | PRODUCTION COORDINATOR

[Moxie Productions](#)