

ALIZA JAFRI

PRODUCER



CONTACT



SKILLS

Movie Magic Budgeting
Movie Magic Scheduling
Avid Media Composer
Adobe Premier
Adobe Photoshop
Adobe After Effects
Final Draft
Microsoft Office
Microsoft Excel
Microsoft PowerPoint
Social Media
Photography/ Videography



EDUCATION

Art Institute of Washington
2014 - 2018

Bachelor of Fine Arts
in Digital Filmmaking and
Media Production

New York Film Academy
2019 - 2020

Masters' of Fine Arts
in Producing



WORK EXPERIENCE

Freelance Producer

2017 - Present

Coordinated and supervised development, pre-production, principal photography and post production responsibilities while maintaining production budget, schedule, and paperwork. Skilled at troubleshooting challenges as they arise with professionalism and diplomacy.

An Unconventional Road, Short Film 2019

A Deep Breath, Short Documentary 2019

The Atlantic, Short Film 2018

Keepsakes, Short Film 2017

Assistant Director

2017 - Present

Completed script and schedule breakdowns, coordinated with departments to ensure directors' vision is realized within budget and on time, and managed day to day operations of cast and crew on set while maintaining safety guidelines.

Sherdil, Feature Film 2017

Keepsakes, Short Film 2017

Videographer/ Office Assistant

2017

Pixelme Studios

Filmed corporate events, galas and weddings. Created promotional videos and picture content. Handled social media and webpages for the company. Organized, loaded, and unloaded equipment for events.

Administrative Assistant

2015 - 2017

Art Institute of Washington

Scheduled and coordinated meetings and appointments while opening, sorting, and distributing messages and requests for supervisors.

Maintained and fixed office supply inventories, printers, computers, and other equipment. Greeted clients and maintained utmost discretion when dealing with sensitive information.



VOLUNTEER EXPERIENCE

Producers Guild of America

Produced By Conference - Social media 2019

Producers Guild of America Annual Awards - Social media 2019

Grombre

Silver Sister's Photoshoot - Photography and Social Media 2019