**Alexandra N. Velasquez**

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 San Antonio, TX 78247 E-mail: lexiev20@gmail.com

**Areas of Expertise**

* Journalism • Communication • Production • Producing • Business
* Avid editing system/Adobe Premier • Microsoft (Word, Excel, PowerPoint)
* Bilingual: Spanish
* Sales • Customer service • Retailing

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**Educational Background**

**Texas A&M University-San Antonio**

Class of 2015-16 – Bachelors in Communications-Journalism

 Minor in Business

**Northwest Vista College, San Antonio, TX.**

Class of 2013 – Associate of Art in Liberal Arts

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**Professional Experience**

**ESPN, NBC, FOX SPORTS** September 2015 – Present

**Freelancer (Runner, production asst.)**

Responsible for fetching and carrying equipment, cables, office supplies, documents. Assisting with transporting cast, crew, and production staff between offices, studios and shoot locations. Helping keep compound clean and accessible.

* Efficient team work
* Looking after production crew
* Networking
* Strong communication skills

**KXOF-TV Fox Laredo, Laredo, TX.** February – August 2015

**Sports Anchor/ MMJ**

Shooting, editing, and writing local stories, events, games, and feature stories. Producing sports segment for newscast. Gained hands on experience on the field performing as a multimedia journalist. Performed as a team player. Assisting in production of newscast.

* ENG Camera
* Video Editing – Adobe Premiere
* Audio Switchboard
* MIS System – Inews
* Prompter
* Scriptwriting

**Showtime Sports**

**(Showtime Boxing Special Edition), San Antonio, TX.**  December 2014

**Stage Manager**

Responsible for obtaining information, stats, weight, from each fighter. Prepares boxers for stage entrances. Assists other crew members to maintain performances and duties. Reported feedback to TV compound through headset.

* Team work
* Constant communication
* Networking

**KABB-TV Fox San Antonio, San Antonio, TX.** January – June 2014

**Intern**

Assisting sports department reporters and photo journalists with events, games, and feature stories. Learning how to adapt to a communicative work environment.

* Networking skills expanded
* Successfully learned to use Avid editing system
* Performed field work on sporting events and feature stories

**National Basketball Association (NBA), Secaucus, NJ.** June 2014

**Production Assistant**

Assisting members of the film crew and responsible for various aspects of production.

* Performed fieldwork during the NBA Finals
* Efficiently performed tasks and duties
* Networking

**Bakers Shoe Company, Laredo and San Antonio, TX.** July 2009 – 2011

**Sales Associate**

Attending customers to show them what we offer and asking what they are in search for. Responsible for merchandise, pricing, transactions, keeping store clean, and reaching quota for the day. Works with team to create accuracy when interacting with customers.

* Successfully reached every quota for a month
* Asked to pursue with the company as a floor supervisor in 2009
* Transferred to San Antonio at La Cantera mall in 2011

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**Activities and Awards**

**Spotlight Horror Film Awards 2015** Laredo, TX December 2015

* Silver Award Winner

**Society of Professional Journalists** San Antonio, TX September 2014

* Member

**Texas Public Radio** San Antonio, TX April 2014

**TPR on-air membership campaign**

* Volunteer

**Texas A&M University-San Antonio**  San Antonio, TX Fall 2013 – Spring 2014  **The Mesquite**

* Contributing reporter for student newspaper.