Kelly Alvarez

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Education

New York University | Tisch School of the Arts | August 2020- May 2024
Bachelor of Arts: Majoring in Cinema Studies, double minoring in BEMT (Business of Entertainment, Media, and Technology) & Producing

- Involved in the Future Artists club, participated in WNYU's Archives department, studied abroad in London in Spring 2023, worked as an archivist/projection assistant
- Relevant Coursework: Introduction to Cinema, Television: History & Culture, Film Theory, American Cinema: Origins to 1960, Neorealism, Silent Cinema, Ways of Seeing: Indigeneity, Colonialism, Postcolonialism, Race and The Media, Globalization of Entertainment, Entertainment & Media Industries, British Art in London, British Cinema, Global Media Seminar: Britain and Europe, Intro to Marketing, French New Wave Cinema, Media Moguls in the 20th Century, Producing Essentials, Producing for Film, The Evolution and History of the Entertainment Business, Film Genres: Horror, Film Festivals & Exhibition, Producing for TV

Experience

September 2022- December 2022

Archives Assistant (WNYU)

- Cataloging and inventory of physical media: specifically Vinyl records and CD's
- Familiar with the cataloging website Libib to catalog media where I would have to catalog media by label, format, date released, genre, and style.

August 2023- May 2024

Projectionist/Audio & Visual Assistant & Archives Assistant (NYU's Cinema Studies Department)

- Handle all audio/visual needs for the film classes, including film, video, and digital projection, as well as computer assistance during classes.
- While working in the archive, I work in a variety of capacities, including: maintenance of the department film and video collections; cataloging and inventory; web and digitization projects, organization of paper archival material, handling collections processing, database entry and web publishing, and accessibility.

October 2023- Present

Production Assistant (PA) for a NYU Graduate Student Film titled *Payday* directed by Raja Khuri

- Assisted in the planning and execution of production processes
- Became more familiar with using Powerpoint, Canva, and Adobe

Producer for a NYU Undergraduate Student Film titled *The Golden Clock* directed by Keyaira Cameron

- Involved in the initial development of the project by hiring actors and crew members to work on the film
- Worked closely with the director and assistant director to ensure the film stays within budget and allocating that to food and transportation for everyone involved in the crew
- Established a crowdfunding profile on Indiegogo and raised funds to secure the necessary budget.
- Often hosted crew meetings to ensure everyone is on schedule
- In charge of securing production locations, arranging and financially covering for transportation, and obtaining park permits to film in outdoor locations
- Providing input on script and editing decisions
- Created an Instagram account (handle: @goldenclockfilm) as a marketing tool to incentivize people to donate and become familiar with the project: https://www.instagram.com/goldenclockfilm?igsh=YWFrdGI1aXF6YnFw&utm_source=qr

Skills & Interests

Computer: Microsoft Office (Excel, Powerpoint, Word), Adobe Creative Suite, Python, Canva

Skills: Creative & Analytical Skills, Digital Marketing, Event Marketing, Adaptability, Film Handling and Organizing, Video & Digital Projection, Film Repair, Archival work, Database work

Languages: English (Native), Spanish (Proficient)

Interests: Film Criticism & Theory, Photography, Archival work, Podcasts, Writing

References:

- **Ann Harris:**
  Film Study Center Manager / Archivist
  MIAP Adjunct Instructor
  665 Broadway, Room 636
  (212) 998-1606
  ann.harris@nyu.edu

- **Melanie Daly Castilla:**
  Department Coordinator
  721 Broadway, Room 662
  (212) 998-1594
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- **Greg Helmstetter:**
  Operations Administrator
  721 Broadway, Room 665
  (212) 998-1605
  greg.helmstetter@nyu.edu

- **Cristina Cajulis:**
  Special Events Coordinator / Study Center Coordinator
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