Alexandre Michaud

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IMDB | Portfolio | LinkedIn

EXPERIENCE

VERDI PRODUCTIONS - East Greenwich, RI — Feb 2026 - March 2026
Production Office/Production Assistant for *Jungle Rules* (in post-production)
Production Assistant for *Sins of the Preacher's Wife* (2023)

- Executed general office administration duties, including filing and distributing paperwork, data entry, and processing receipts for budget reconciliation.
- Managed meal arrangements, catering vendors, and craft services while organizing production supplies and equipment logistics.
- Maintained clear cross-functional communication between production, camera, art, transportation, and talent departments.

CMS PRODUCTIONS - Los Angeles, CA — August 2025
Production Assistant for VMAS x Dunkin commercial

- Supported production management and the Office Manager during commercial operations by executing day-of-production scheduling and logistics.
- Distributed essential production documentation, including scripts, onboarding paperwork, and administrative forms to crew and vendors.
- Utilized personal vehicle for prompt equipment deliveries, supply runs, and logistics between crew members and production leadership.

GOPHER PRODUCTIONS INTERN - Los Angeles, CA — Jan 2025 - May 2025
Production Assistant for Law Brothers commercial and Fandango CinemaCon intro

- Performed data entry and research using Microsoft Excel and Google Sheets for production tracking and business development.
- Maintained organized contact databases from networking events to streamline team outreach and relationship management.
- Supported line producing functions through budgeting support, expense tracking, and production planning.

TAKE 100 COMEDY PRESIDENT - Arizona State University, Tempe, AZ — May 2024 - May 2025
Writer & Executive Producer, *What We Do During The Holidays* (2023)
Executive Producer, *Cooking w/ Claire* (2023), *Chattr* (2024), *You Know, I Can Play The Flute (2025)*
Producer, *Stuart & Stewart Pet Services Co.* (2023)

- Managed end-to-end project management and resource allocation for multiple film projects from development through post-production.
- Oversee calendar scheduling, milestone tracking, and workflow optimization to ensure departmental deadlines were met.

THE AMERICAN PAVILION - Cannes, France — May 2024
Social Media Intern for the American Pavilion at the Cannes Film Festival

- Coordinated with event organizers, filmmakers, and talent to capture and publish digital content on tight deadlines.
- Produced and edited multimedia assets while maintaining consistent schedules across multiple social platforms.

EDUCATION

ARIZONA STATE UNIVERSITY - SIDNEY POITIER NEW AMERICAN FILM SCHOOL — Tempe, AZ
Bachelor of Fine Arts, Film and Media Production — May 2025
Summa Cum Laude - Dean's List Fall 2021 - Fall 2024 — GPA: 3.95

SKILLS

- **Office & Admin:** General Office Administration, Answering Telephones, Data Entry, Research, Filing & Distributing Paperwork, Receipt Processing, Equipment Deliveries, Meal Coordination.
- **Software & Tools:** Microsoft 365 (Excel, Word), Google Workspace, Movie Magic Scheduling, Adobe Premiere, Final Draft, Celtx, Photoshop