

## qualifications

### Swinburne University of Technology

(BA) Bachelor of Film & Television | 2011 - 2013

### The University of Melbourne | Partial Scholarship

(MA) Executive Master of Arts | 2014 - 2016

## about alexis

Since graduating with a bachelor of Film & Television I have been involved in producing a variety of projects. From advertising to documentaries, feature films, corporate productions, music videos, short films & photography exhibitions. I thrive on organisation, efficiency, clear communication and above all, collaboration.

In 2015 I acquired a Master's Degree where I focused on Arts Management. I deepened my skills in budgeting, professional communication and ethics within the context of visual arts.

Since, I have worked as a producer, production manager and production coordinator locally and internationally. Having grown up throughout South East Asia, I bring an innate adaptability and versatility to all projects and situations.

I am currently working as a TV Producer at BWM Dentsu. Within my first 6 months my role developed from Content Producer to On Screen TV Producer, where I produce all Toyota Retail TVC'S. I love a challenge and welcome new connections!

## employment history

March 2020 present	<b>On Screen TV Producer</b> <b>BWM Dentsu</b>	Toyota Retail TVC's
Sept/Oct 2019	<b>Freelance Producer</b> <b>OTTO Empire</b> Mobil 1 'Mark Webber' (Online)	Dir. Tim Potter Producer. Alexis Cook PM/PC. Alexis Cook
August 2019	<b>Freelance Production Manager</b> <b>BWM Dentsu</b> Toyota C-HR Content Capture (Online)	Agency EP. Sonia McLaverty
July 2019	<b>Freelance Production Manager</b> <b>Scoundrel Films</b> SATC 'Fun's Changed' (TVC)	Dir. Cat Stewart Producer. Holly Winter
June 2019	<b>Freelance Producer</b> <b>OTTO Empire</b> Dulux 'Jellybeans' (TVC)	Dir. Christopher Hill Producer. Alexis Cook PM. Alexis Cook

# ALEXIS COOK | PRODUCTION

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June 2019	<b>Freelance Producer</b> <b>OTTO Empire</b> Dolly's Dream (Online)	Dir. Charlotte McLaverty EP. Jo de Fina
Feb - present 2019	<b>Writer / Director / Producer</b> <b>Independant</b> "Finding Jonathon Michael" (Documentary)	Dir. Alexis Cook Producer. Alexis Cook
January 2019	<b>Freelance Producer</b> <b>OTTO Empire</b> Telstra 'Awards' (Online)	Dir. Tim Potter Producer. Alexis Cook PM. Alexis Cook
October 2018	<b>Freelance Production Assistant</b> <b>Flint</b> Crown Casino (TVC)	Dir. Andreas Smetana Producer. Kate Merrin
August/Sept 2018	<b>Freelance 2nd Unit Production Coordinator</b> <b>REVOLVER</b> Target 'The Gift' (TVC)	Dir. Stephen Carroll Producer. Alice Grant PM. Justine Pitcher
July 2018	<b>Freelance Production Coordinator / DA</b> <b>Finch</b> AFL 'Don't Believe in Never' (TVC)	Dir. Christopher Nelius Producer. Jackie Alder PM. Anna-Tara C-S
June 2018	<b>Freelance Post-Production Coordinator</b> <b>Finch</b> Crownbet 'A Change for the Better' (TVC)	Dir. Finch Producer. Kate Merrin Post P. Beck Read
Dec 2017 to May 2018	<b>Freelance Co-Producer</b> <b>Flood Projects</b> 'TRACES' (Documentary)	Dir. Amiel Courtin-Wilson Producer. Alexis Cook, Chris Luscri
Dec 2017 to May 2018	<b>Freelance Post-Production Coordinator</b> <b>Flood Projects</b> 'The Empyrean' (Feature Film)	Dir. Amiel Courtin-Wilson Producer. Kate Laurie, Freeman Trebilcock
March 2017 to Dec 2017	<b>Full-Time 'Video Department Producer'</b> <b>Sportsbet - In House</b> Produced a number of online ads from scripting through to post-production - budgets ranged from 15 - 120k. Additionally, I implemented and ran a project management system, delegating and managing all jobs that came through the video department.	

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- Oct 2016 to  
March 2017      **Freelance Video Producer - Contract  
Sportsbet - In House**
- May 2016 to  
Oct 2016      **Freelance Production**  
Freelance producer, production manager and production coordinator for various production companies including Media Creatures, Y-M-D and Plex Goldwin. Projects consisted of music videos, short films and branded content.
- Feb 2016 to  
May 2016      **Marketing & Communications Coordinator - Uni Melb Facilitation  
The Hellenic Museum - Bill Henson Exhibition 'ONEIROI'**  
I assisted in securing media coverage Australia wide in major papers including the cover of Spectrum Magazine and co-ordinated interviews with Bill Henson & media.
- Sept 2014 to  
May 2015      **Full-Time Junior Producer  
New McPherson Video Agency**  
Oversaw projects from conception to completion, scheduling, filming, sound recording and editing - clients included Telstra, Melbourne University, VIC Roads and Samsung.
- June  
2014      **Personal Assistant to Mark Wahlberg  
Transformers: Age of Extinction Global Premiere (Hong Kong)**  
Personal Assistant on Michael Bay's, Transformers 4 in collaboration with LA based company, Junket Productions and Asia Pacific Vision. Tended to all logistical needs across the 3 days, ensuring Wahlberg's interviews ran to schedule & timing media reps in and out.
- Feb 2014 to  
June 2014      **Junior Producer - Intern  
Asia Pacific Vision (Hong Kong)**  
Worked under the head producer as an intern at Asia Pacific Vision. Assisted in designing and producing production manuals for clients, organising logistical elements for various corporate shoots such as location sourcing, gear, videography and sound recording.
- Feb 2012 to  
Aug 2012      **Producer / Production Manager / Production Coordinator  
"Risk of Exposure" Medical Documentary**  
Produced while studying film & TV at Swinburne University. Responsible for budgeting, phone interviews with survivors, accomm & travel, scheduling, liaising between EP / client and fostering these relationships in a way where we could work together harmoniously. 'Risk of Exposure' was produced to be screened at the UN Conference, 2012.