

# ANISA ALAMIA

Anisa.Alamia@gmail.com

## SKILLS

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- MS Office & iOS
- Figma
- Strong written and verbal communication skills
- Excellent collaborator and team player
- Project management
- Exceptional customer service
- UX strategy & conversation design
- Energy for fast-paced, multi-tasking environment

## EXPERIENCE

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### Ready To Launch Research Nov 2022 - Freelance

- Assist in preparing reports and presentations based on research findings.
- Collaborate with team members to ensure timely completion of project tasks.
- Conduct qualitative, quantitative, or mixed-methods research to generate insights.
- Moderate user interviews.

### Haystack Needle, LLC Feb 2018- Present

- Promote clients' favorable web assets through Digital Reputation Management/SEO work.

### Dances With Films Festival Oct 2018-Dec 2022

- Programmed and curated select talent, aligning with organizational vision and enhancing overall event quality. Maintained and optimized submission database.
- Expertly screened and evaluated all TV and web submissions, ensuring alignment with brand standards and strategic goals. Conducted high-impact Q&A sessions within stringent time constraints, driving audience engagement and delivering key insights.
- Sourced and coordinated a dynamic team of volunteers, assigning them targeted responsibilities to maximize operational efficiency and achieve organizational objectives.

### Producer - Writer

- Wrote, edited, scheduled & ran table read, re-edited.
- Outlined the entire production process, including pre-production, production, and post-production phases.
- Created a detailed timeline that included shoot days, post-production deadlines, and release dates. This involved coordinating with cast, crew, and locations to ensure everything aligned.
- Hired roles for production team, including directors, writers, cinematographers, and editors.
- Quickly addressed any issues that arise during production to keep the project on track.
- Ensured all necessary equipment available and in good working order, locations secured and prepared for shooting.
- Managing any conflicts that arose within the team to ensure a smooth production process.
- Oversaw the final delivery of the project, including distribution to platforms or networks.

## EDUCATION

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### UNIVERSITY OF SOUTHERN CALIFORNIA

B.A. Theatre

### GOOGLE (COURSERA)

Foundations of UX Design, Research, Wireframing, Lo-Fi & Hi-Fi Prototypes

### UX CONTENT COLLECTIVE

Conversation Design for Chatbots  
Fundamentals of UX Writing

### UDEMY

Information Architecture, SEO Basics, Strategy Fundamentals, Figma UI UX Design Essentials