

Alex Voutsinas

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Resourceful, organized, and driven creative professional with a passion for creative development, experience in heavy administration and scheduling, and proficient entertainment industry knowledge and production pipelines.

Education

University of California, Los Angeles - 2022
Master of Fine Arts
Film & Television

University of Miami - 2019
Bachelor of Science
Computer Science and Art

Skills

Office:

Google Suite Microsoft Suite

Dropbox, Box, etc. Airtable

SAP & Concur JIRA

Production:

Final Draft Shotgrid/Flow

Acrobat Pro Storyboard Pro

Maya Harmony TV Paint

Adobe Suite/Design:

Photoshop Illustrator

InDesign After Effects

Premiere Pro Animate

Coding:

Java Python C

HTML | CSS | JavaScript

Unity & Unreal

Extra:

American Sign Language

Crafting Fun Facts

Experience

Disney TV Animation

Executive Assistant, Creative Development

April 2025—Present

Collaborate and support the Creative Development team and VPs by

- Reviewing and providing coverage on incoming pitches and writing samples
- Interfacing with talent on a daily basis
- Collaborating with production to meet deadlines and organize materials
- Managing calendars for general and team meetings, projects, and pitches
- Create and manage project and talent trackers in Airtable and Excel
- Organize materials for projects, pitches, and senior leadership requests.

DreamWorks Animation

Coordinator, Digital Marketing - Social Media

March 2023—April 2025

Managed 72 social media accounts across 11+ international territories for 36 IPs and the DreamWorks brand accounts, with 15 premiere tv series campaigns by

- Managing the DreamWorks social team's calendar and posting schedules
- Updating and organizing multiple project trackers, talent lists, and all materials on the server
- Conduct research duties such as watching DreamWorks films and competitors' content in order to maintain IP integrity and provide up-to-date information on the entertainment industry to the marketing department
- Liaising with internal and external entities such as executives, managers, industry talent, agents, and vendors, etc. professionally and effectively on a daily basis while also maintaining connections across the company
- Reading, analyzing, and distributing incoming pitches and submissions for social assets and community management while maintaining a high-level of detail for spelling and design errors

Executive Assistant, Creative Marketing

June 2022—March 2023

Provided organizational and administrative support to the Senior Vice President for 11 shows across 24 seasons by

- Managing executive's calendars and schedules, coordinating meetings with internal and external participants
- Screening and responding to phone and email correspondence
- Taking detailed notes of creative conversations while tracking action items
- Preparing decks for internal and external creative presentations and meetings by gathering documents, editing clips, and mocking up creative materials
- Maintaining project trackers, databases, invoices, and budget for department
- Arranging travel plans and itineraries, preparing expense reports, and performing ad hoc duties as needed

Intern, Creative Services Marketing

June 2021—December 2021

Tasked with organizing assets from 43 films one by one and took initiative by proactively developing and implementing Python scripts to streamline organization, significantly reducing errors and the project timeline from 20 weeks to less than 1 week.

Entre 2 Mundos

Development Producer & Writer

January 2024—Present

Review pitches, books, and scripts while also providing coverage, writing scripts, participating in writers' rooms, working in Final Draft, and researching anime and Aztec/Maya mythology and history for a Mesoamerican Manga/Anime.

↳ Executive Producer: Jorge Gutierrez