

Alexandra Ippolite

✉ 325 Middlefield Rd., Palo Alto, CA 94301

☎ (435) 729-0078

📧 aippolite@hotmail.com | <http://www.alexippolite.com>

My professional background includes over ten years in project management and event management. I have worked closely on accounts with MBNA, Disney, The Academy of Motion Pictures and Sciences, Sundance Institute, Palo Alto Institute and many others. I offer particular expertise in the technology sector, with in-depth knowledge of web and database project management. I recently co-founded the Palo Alto International Film Festival and I am currently the Managing Director of this inaugural event that will take place in September of 2011.

Summary of Qualifications

- Project Management Team Building & Leadership
- Staffing & Budgeting Planning & Scheduling
- Resource Planning & Allocation
- Successfully deployed projects on time and under budget
- Web design and development
- Database design and development
- Special Events Management

Experience

Palo Alto International Film Festival • Palo Alto, CA • June 2008 – Present

Co-founder, Managing Director

- Developed a strategy for the Festival and managed the project timeline that incorporated all aspects of the Festival, including; Festival concept, venue management, press relations, ticketing management strategy, volunteer management strategy, merchandise strategy, website development, social media marketing, gorilla marketing, marketing, sponsorship, programming, Digital Native Youth Program and special events
- Secured vendors and consultants to run specific departments of the Festival
- Developed the Digital Natives Youth Program by reaching out to filmmakers for possible films and workshops for this program, this

included creating partnerships with The Academy of Motion Pictures and Science and Apple

- Managed a full-time staff of six, seasonal staff of thirteen, volunteer staff of 300 and coordinated and managed seasonal staffing required for the event

Palo Alto Institute • Palo Alto, CA • June 2008 – Present

Web and Database Consultant

- The Palo Alto Institute needed a new website created for their organization. I was responsible for consulting with PAI to diagnose the new website project requirements and responsible for team coordination on the project.
- Ensured effective project management during the development of the website, and made sure that the project was completed on time, under budget and presented to the client
- Developed a contact database system to manage the Institute's contacts

Sundance Institute • Park City, UT • September 2008 – June 2010

Database Analyst Manager and Web Content Coordinator

- The Sundance Institute had been using old FileMaker databases that have been added onto over the years causing for a very confusing work platform. Many of the databases were no longer being used and when used they are not providing a solution, just a double entry check system. My responsibilities included, redesigning the architecture of the lodging and logistics database system to help with the workflow and efficiency of the Lodging and Logistics Departments.
- The Sundance Film Festival Press Department had been using an ASP driven web page for press credential applications. The application required importing data into the FileMaker database and did not allow live updates. My job was to design a new web application in PHP that wrote information directly into the existing FileMaker database. The FileMaker database was also updated to accommodate new features, such as uploading of Press credential images and documents that were used to determine if the Press applicant was to be approved for a credential to the Festival.
- The Sundance Institute Theatre Lab Department had been using an

ASP driven web page for theatre lab applications. The application required importing data into the FileMaker database and did not allow live updates. My job was to design a new web application in PHP that wrote information directly into the existing FileMaker database. The FileMaker database was also updated to accommodate new features, such as uploading of screenplays, resume's and other additional info.

- The Sundance Institute needed a Website Coordinator to maintain and update their 2009 Festival website. The website featured multiple daily updates including; live streaming video from Festival events, Insider reporting from the ground, and constant event updating on social network sites Facebook and Twitter.

iSolutions Inc. • Los Angeles, CA • 1999 - Present

Project Manager

- Responsible for consulting with client to diagnose project requirements and responsible for team coordination for the project
- Ensured effective project management, that all projects were completed on time and within budget and presented to the client
- Leadership role in creation and execution of QA testing processes, test strategies and plans and bug documentation and regression
- Tested and performed problem resolution on comprehensive computer programs and systems in accordance with established procedures and specifications
- Performed comprehensive studies and analysis of data processing functions, methods, and procedures and made recommendations concerning the feasibility of revising existing operations or adapting new applications for data processing solutions

Technical Skills

- Operating Systems: Windows and Mac
- Software: Microsoft Office Programs, Flash, Dreamweaver, Fireworks, Photoshop, Illustrator, FileMaker Pro, QuickBooks, QuickTime, Sorenson Squeeze, Cleaner, Final Cut Pro, BBEdit, Adobe Acrobat, FTP
- Languages: HTML, XML, PHP, DHTML, CSS, SQL
- Networking: SMTP/ Mail (qmail, postfix), DNS, Web Server (Mac), System and Network, SSL, TCP/IP, Network Security
- Databases: FileMaker Pro, MySQL

Education

B.A., Business Administration, Fort Lewis College, Durango, CO, 1997

B.A., Computer Science, Fort Lewis College, Durango, CO, 1999

Continuing Studies, Marketing, Stanford University, 2011