

# Amanda Lalezarian

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## CAREER HIGHLIGHTS

- Broad experience across the entertainment and finance industries working collaboratively with internal teams to ensure projects move forward quickly and efficiently while maintaining accuracy.
- Maintain keen attention to detail while managing multiple competing priorities.
- Eager to apply my organizational and communication skills within the media business industry.

## PROFESSIONAL EXPERIENCE

**Bridgeview Mortgage Corp.** | Long Island, New York November 2020 – Present  
*Assistant Loan Officer & Paralegal*

- Serve as the bridge between clients and internal teams to ensure both receive pertinent updates to complete projects as quickly as possible; report to Founder and President.
- Prepare cost estimates for borrowers, review bank statements and credit history, and calculate debt to income ratio to determine eligibility for loans; submit documents for loan processing.
- Review real estate contracts to ensure language aligns with agreed upon terms & finalize closing adjustments.

**Imagine Entertainment & Television** | Remote February 2021 – June 2021  
*Reader*

- Read non-fiction literature, created chapter by chapter summaries from a critical cinema & editorial lens for senior documentary executives to determine whether to pursue film development.

**James Andrew Miller** | New York, N.Y. & Remote November 2019 – August 2020  
*Research & Personal Assistant*

- Compiled research briefings for journalist/author of [Tinderbox: HBO's Ruthless Pursuit of New Frontiers](#).
- Recognized in the acknowledgements section for contributions to the project.

**Insignia Films** | New York, N.Y. February 2019 – February 2020  
*Production Associate*

- Assisted producers and directors on a multitude of documentaries, including Sundance nominated [Ailey](#).
- Organized and booked crew and gear for production shoots, researched archival collections, communicated with interviewees, coordinated digital assets for film festival screenings.

**DIS - Study Abroad in Scandinavia** | Copenhagen, Denmark August 2017 – September 2018  
*Videographer & Marketing Assistant*

- Filmed and edited all promotional content for U.S., Danish, and Swedish audiences through various advertising and social media campaigns featured in high profile locations across Scandinavia and [online](#).
- Guided student videographers on semester-long projects and hosted workshops to critique work.

## EDUCATION & LEADERSHIP

**The University of North Carolina at Chapel Hill** August 2013 - May 2017

- B.A. in Media & Journalism with Honors, Minor in Entrepreneurship, & Sports Communication Certificate
- University of North Carolina Division I Fencing Team; *Tar Heel Leader of Distinction* award for excellence in leadership mentoring underclassmen teammates as well as two-time captain.

## VOLUNTEER INVOLVEMENT

**The Video Consortium** | Remote September 2020 - June 2021  
*Producer*

- Successfully launched [VCTV.org](http://VCTV.org) YouTube Channel and saw growth of 500+ subscribers.

**Sundance Film Festival** | Park City, Utah & Remote January 2020 & 2021

- Assisted with press coverage, tracking, reporting, organization & ticketing during the festival.