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# ALEXIS HOLLIDAY

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Los Angeles California | (323) 791-0089 | achollidaylaw@gmail.com

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## EDUCATION

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### Certificate: Paralegal Studies

UCLA Extension

**Expected in 09/2025**

Los Angeles, CA

### Bachelor of Arts: Broadcast Journalism

Howard University

**05/2015**

Washington DC

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## EXPERIENCE

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### Paralegal Student

**04/2025 to 09/2025**

#### UCLA Extension Program

**Los Angeles, California**

- ABA-Approved Paralegal Certificate Program.
- Modules designed to meet requirements necessary to practice as a Paralegal in the state of California.
- Study basic tenets of law and procedure foundational to torts, property, business, contract, and criminal law.
- Draft briefs to demonstrate understanding of methods of case analysis and legal research.
- Draft contracts to demonstrate understanding of necessary elements of standard and property contracts.
- Review regulations of civil procedure related to pre-trial actions, pleadings, evidence, and trials.
- Familiarize with technology utilized in legal practice.
- Train and develop skills necessary to produce compelling legal writing.

### Associate Producer

**09/2021 to Current**

#### TODAY Show, NBC News

**Los Angeles, CA**

- Produce breaking news and current event packages broadcast to 3+ Million viewers daily.
- Coordinate with Legal and Standards department overseeing script content.
- Proofread and edit scripts for grammar, style and accuracy.
- Field produce stories from pitch through air.
- Conduct deep topic research using LexisNexis systems.
- Secure NBC News network exclusives broadcast to 10+ Million viewers nationally on Today Show, Nightly News, and MSNBC.
- Source, prescreen, and interview experts, guests, and law enforcement for story quotes and information; 200+ to date.

### Researcher

**06/2016 to 09/2021**

#### TODAY Show, NBC News

**Los Angeles, CA / New York, NY**

- Researched and edited elements for all live segments and taped segments for first two hours of TODAY Show using AVID Systems.
  - Produced tease material for 200+ NBC affiliate stations.
  - Provided day-of support for major breaking news.
  - Assisted with story elements including sourcing relevant video/photos, transcriptions, and editorial research.
  - Coordinated material and story elements with other NBC News Bureaus both domestic and international.
  - Produced promotional and event highlights for 2018 Pyeongchang Olympics and 2020(2021) Tokyo Olympics.
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## PROFESSIONAL AFFILIATIONS

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- Student Member, American Bar Association
- Member-At-Large, Howard University Alumni Association
- Member, National Association of Black Journalists