

SARAH FAUBION

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Jan. – March 2011 **Office Production Coordinator** **Studio Lambert** **“Be The Boss” – CBS Pilot**

Booked travel, managed PO book, created filing system, coordinated both set and office PA's.

July 2010 – Dec 2010 **Office Production Coordinator** **Studio Lambert** **“Fairy Jobmother” - Lifetime**

Permitted all locations, Los Angeles and multiple out of state cities. Managed office PA's, PO's and Clearances.

July 2010 **Production Coordinator** **Studio Lambert** **“Undercover Boss” - CBS**

Prepared Call Sheets, Schedules, PR's and Post Reports. Multi tasked on set and in the office. Coordinated last minute travel arrangements, on site field coordinating and utilized PA's to their full potential.

May 2010 **Producer** **Screaming Lord Baltic** **“Roy & Jerry”**

Produced short film for commercial director, Dave Ramser. Adapted script to fit budget constraints and hired all crewmembers. Responsible for permitting, casting, locations and script break down.

April 2010 **Production Coordinator** **Jake Mills Prod.** **Harley Davidson Print**

Coordinator for the Harley Davidson annual clothing magazine photo shoot (photographer – Bill Phelps). Built production books, daily callsheets, managed all crew and talent releases, and balanced petty cash logs.

April 2010 **Freelance Writer** **NiteLite Pictures** **Multiple Pitches**

Wrote multiple reality TV treatments, act breakdowns and pitch presentations. Kept up with deadlines and current market shifts.

March 2010 **Production Coordinator** **The Artists Company** **PetCo Commercial**

Coordinator for a Petco commercial shoot in 4 locations working with animals and trainers. Created call sheets, prepro books and wrap book. Worked on a PO system and kept track of issued checks and petty cash. Issued insurance certs and location releases.

February 2010 **Production Coordinator** **The Cohen's** **Multiple Print Campaigns**

Coordinator for Budweiser, Blackberry (photographer – Christopher Wray-Mc Cann) and Milk 2010 print campaigns (photographer – Nicolas Moore). Arranged travel, catering, became the on set production manager, created call sheets for weeklong shoots. Kept up with Insurance Certs, Permits and other prepping and wrapping tasks.

Jan. – June 2009 **Director/Producer's Assistant** **Form/FreeForm** **Multiple Campaigns**

Developed a multitude of short film shoots, scouted locations, scheduled meetings, kept correspondence with clients including the Cameron Diaz's Green Campaign, (RED), Clinton Group Initiative and The Gates Foundation.

Sept. – Dec. 2007 **Production Coordinator** **Big Deal Pictures** **“Blackline” (Feature Film)**

Supervised 2-month preproduction in Los Angeles and 6-week shoot in Tangier, Morocco. Hired crew and organized transition of the production from USA to Morocco.

2007 – 2008 **Producer's Assistant** **Big Deal Pictures** **Development**

Scouted and hired writers to write original feature films, as well as developed spec scripts.

2005 **Producer's Assistant** **Jim Wedda Prod.** **Development**

Read scripts, wrote coverage, met with industry professionals on an as needed basis. Performed standard industry tasks.

EDUCATION

2005 **Bachelor of Arts & Sciences in Radio, TV & Film - University of North Texas, TX**

ORGANIZATIONS

2005 **Ambassador of Radio TV and Film Department**
2011 **Northwestern & Columbia University Writers Group**

TECHNICAL SKILLS

Microsoft Office, PO System, Final Draft, Photoshop, Quark, Final Cut Pro, DVD Studio Pro, and Adobe CS4.