

SARAH DATE

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OBJECTIVE

Seeking challenging and rewarding work in the media and event production industries that leverages over eighteen years' experience as a Producer and Production Manager.

EXPERIENCE

Freelance Producer, Associate Producer and Production Manager; Location Manager (June 1994 – April 2003; March 2005 - present)

Focus on live event, multimedia, video and film projects as well as commercials and music videos.

Duties include but not limited to:

- project development and content management
- * brand strategy and development
- coordinating schedules, shoots and meetings
- budget management
- contracting freelancers and vendors
- post production management
- manage speaker support production
- script editing and continuity
- live and archived webcasts
- casting
- talent extra and stand in work
- makeup and wardrobe
- set dressing and props management
- assistant directing (3rd)
- basic non-linear editing
- location and venue management
- permit and travel arrangement
- assistant stage and floor management
- client liaison and relationship building
- corporate hospitality

Staff Producer, Group X*, San Rafael (San Francisco), CA, USA

(April 2003 – March 2005)

Developed and produced film, video, event, environment, web and print projects for numerous domestic and international clients within a wide variety of budgets (US\$10k - \$3m+) and audience size (50 – 6,000+).

Provided in house writing, sales and administrative support as needed.

Duties included but not limited to above freelance list.

**Also integral to the formation of the company since its inception in November 1995.*

Staff Production/Administrative Assistant, Jack Morton Worldwide, San Francisco, CA, USA

(June 1993 - June 1994)

-Provided in house and location support for all ongoing projects, including contributing to creative sessions, hiring freelancers, casting, accounting, liaising with clients, basic editing and graphics work, preparing renderings, and procuring craft services.

-Also supported three Account Executives - duties comprised of editing and formatting proposals and correspondence, publishing sales reports, organizing meetings.

EDUCATION & PERSONAL

EDUCATION

Bachelor of Arts, Communications; University of California, Santa Barbara.
Also attended university in London and Cambridge, England, and Los Angeles and San Francisco, USA.

SKILLS

- Comprehensive knowledge of the Macintosh and PC platforms, and Internet. Software utilized includes Microsoft Office applications. Working knowledge of Photoshop, Final Cut Pro and more.
- Exceptional writing, organizational and navigational skills.
- Type 65 wpm.

CREATIVE PURSUITS

- Developed and produced a television concept.
- Developed a social networking gaming concept.
- Published travel writer and photographer.
- Designed and produced greeting cards created from travel images (duezuccheri.com).
- Cast as Co-Host for TV pilot (December 2004).
- Certified yoga teacher.

AVOCATIONS

- Hold British and American citizenship.
- Based in San Francisco, California and London, England. Have also lived in Melbourne and Sydney, Australia; Peru; Italy; France; and Greece, and traveled throughout Europe, North & South America, Australia and Asia, with intentions to go everywhere else.
- Conversational Italian, Spanish and French.

REFERENCES UPON REQUEST

PARTIAL CLIENT LIST

American Association of Advertising Agencies
Acuson
American Express Publishing
Applied Materials
Arterial Vascular Engineering
Bank of America
BEA Systems
Blue Shield of California
Braun
Chevron
Cisco Systems
ClearLab
Clinique
Coldwell Banker
Creative Labs
Department of Education, Government of
Victoria, Melbourne, Australia
Digital Equipment
Electronic Arts
Genentech
Google
Hambrecht & Quist
Hewlett-Packard
Home Depot
IBM
ICF Kaiser/World Bank
Informix
Intel
Levi Strauss & Co
LifeScan
Macy*s
Microsoft
Motorola
National Basketball Association
Netscape
Oracle
Palm
Pottery Barn
Procter & Gamble
Quantum Shift
Schering-Plough Pharmaceuticals
Shaklee
Silicon Graphics
Skyy Vodka
Slow Food Organization
Sony Electronics/Sony Playstation
Sun Microsystems
Sybase
Symantec
T-Mobile
Ubisoft
Visa
Yahoo!

PARTIAL PRODUCTION CO LIST

Group X, San Francisco, CA
Invision Communications, Walnut Creek, CA
The Kenwood Group, San Francisco, CA
Jack Morton Worldwide, San Francisco, CA &
Boston, MA
Lankford Films, New York, NY
Corra Films, New York, NY
PGI, Atlanta, GA & San Francisco, CA
TBA Global, San Francisco, CA & New York, NY
Plumbago Productions, San Francisco, CA
The Marketing Arm, New York, NY
Hartmann Studios, Atlanta, GA
Strategic Vision, New York, NY
Duarte Design, Mountain View, CA
Floodlight Media, San Francisco, CA
Pattillo & Associates, San Francisco, CA
Caribiner, San Francisco, CA
McDougall Creative, San Francisco, CA
Information Design Associates (IDeA),
San Francisco, CA
David Samec Associates, San Francisco, CA
Spellbound Productions, San Francisco, CA
Core Studio, San Francisco, CA
The Dogtown Group, San Francisco, CA
a good seed production, Berkeley, CA
IVID Productions, San Diego, CA
NBA Entertainment, New Jersey
Signal Multimedia, Sydney, Australia
MARS Educational, Melbourne, Australia
Salmac Productions, Melbourne, Australia