

SARA GRAHAM-COSTAIN

4225 Ethel Ave., Apt. 17
Studio City, CA 91604

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ASSISTANT VIDEO EDITOR • RESEARCHER • INTERVIEWER • COORDINATOR

PROFESSIONAL EXPERIENCE:

- **ASSISTANT EDITOR:** Hammer Filmworks, **Mark Pierce.**

Worked as an assistant editor on many trailers in both film and video.

DUTIES: Logging, conforming, building tracks, sound editing, attending mixes, making dubs, film finishing, responsible for film elements. Supervised runners.

- **ASSISTANT EDITOR/RESEARCHER/COORDINATOR**

DMS Production Services, **Douglass M. Stewart, Jr.**

- **“The 63rd Academy Awards Show”**
- **“The 44th Annual Prime-time Emmy Award Show”**
- **“The George Burns 95th Birthday Special”**

DUTIES: Researched video and photographic materials for Mr. Stewart to choose from for his clip shows. Logging, making dubs attending mixes. Researched film history and interviewed nominees for the Academy Awards Show script. Also managed Mr. Stewart’s schedule and correspondence and took his place at important meetings. Responsible for obtaining, organizing and returning video elements. Supervised production assistants

- **RESEARCHER**

Arnold Shapiro Productions.

- **“True Detectives” Television Show**

DUTIES: Responsible for finding, researching and presenting story ideas to the producers. Gathered information using various resources including cold calling, phone interviews, Lexis Nexis and print materials.

- **PRODUCTION COORDINATOR**

Sydney Galanty, Director

- **“Jane Fonda’s Low impact Aerobic Workout” Video**
- **“Jane Fonda’s Start Up” Video**
- **“Jane Fonda’s Sports Aid” Video**

Duties: Assistant to Mr. Galanty. Coordinated all aspects of production and post production. Managed correspondence, phones and office. Dealt with clients.

EDUCATION:

University of Texas at Austin
Austin Community College
Santa Monica High School

SPECIAL SKILLS:

- An excellent assistant editor.
- Strong organizational skills.
- A perfectionist.
- A keen eye for detail.
- A deep love for doing research.
- A creative, intelligent and inquisitive mind.
- Great communication skills.
- Good time management skills.
- Pleasant personality.
- Trustworthy.

REFERENCES:**Mark Pierce**

Hammer Filmworks, Inc.
6311 Romaine St., Third Floor
Los Angeles, California 90038
URL: www.hammercreative.com
Phone: 323-606-4700
Fax: 323-463-8130

Douglass M. Stewart, Jr.

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Nell Arnaud

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