

Sarah R. Bono

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CAREER OBJECTIVE: *To obtain a broad base of entertainment industry experience that utilizes my desire to learn and help others achieve a high bar of excellence in their endeavors.*

EMPLOYMENT:

Assistant to President / CEO

March 2010-Present

The Script Broker ®/Noble House Entertainment, Inc./Dev-O-Ron Pictures

Los Angeles, CA

- Roll calls, create and administer electronic submission log, prepare and track contracts
- Act as a liaison between clients, CEO and producing partners via phone and e-mail, take notes on calls and staff meetings and prepare development report, research for ongoing projects for Dev-O-Ron Pictures
- Help prepare text for newsletter and input ongoing e-mail list, edit and proof newsletters, memos and other documents, run office errands
- Train to prepare development notes and coverage for both clients and producer/director projects, review incoming scripts, novels and plays, create client files
- Outreach and follow up as sales rep for The Script Broker ®

Director

July 2008-September 2009

KMIZ TV-ABC/FOX news affiliate

Columbia, MO

- Directed live newscasts (using Ross Synergy digital production switcher) and created graphics (using Adobe CS3 software, Google Earth & Deko 2000)
- Performed multiple tasks under strict deadlines, edited rundowns with AP NewsCenter, taped topical promotions, wrote discrep reports after each show and archived news stories
- Maintained good communication with producer, live truck operators, master control and oversaw production assistant staff prior to and during morning and evening newscasts

Production Assistant

June 2005-September 2009

KMIZ TV-ABC/FOX news affiliate

Columbia, MO

- Acted as a liaison between director and talent, trained employees, adapted to on-air changes
- Operated studio news cameras, audio board, teleprompter, and delivered scripts
- Linear and non-linear edited, rolled and cued tapes, updated news video on KMIZ website

Photographer & Producer Apprentice

May 2009-August 2009

KMIZ TV-ABC/FOX news affiliate

Columbia, MO

- Drove station vehicles to newsworthy locations on short notice, assisted reporters on stories, shot and edited video for newscasts, assisted live truck operator in setting up live shots
- Answered phones for community reported news, sat in on city council meetings, wrote stories and updated breaking news stories on KMIZ website

RELATED FILM/THEATRE EXPERIENCE:

<i>Hott Damned</i> – Short	Associate Producer	2010
<i>Breaking Bread</i> – Short	Associate Producer, Set P.A.	2010
Romeo & Juliet –Play	Costume Crew Supervisor (Rhynsburger Theatre)	2008
Saturday Night –Musical/Play	Costume Crew (Rhynsburger Theatre)	2007
Boy Gets Girl –Play	Sound Board Operator (Corner Playhouse)	2006

EDUCATION:

University of Missouri-Columbia

December 2008

- Bachelor of Journalism & Bachelor of Arts in Theatre

Writers Boot Camp Alum

PA Boot Camp Trained – www.pabootcamp.com