

Sarah Witt

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Knowledge of

Background Vouchers

Exhibit G forms

Running errands

Printing copies

Scheduling appointments

Answering phones

Assisting with lighting

Assisting Grips

Contracts

Promotional materials

Research for scripts

Photoshop

Editing with Final Cut Pro

Education

The University of Texas at Austin

B.S. Advertising

Aug 2012

Production Experience

Legit Television Series

Dec 2013

- Worked as an extra and learned how to work with Background Vouchers as well as Exhibit G forms

Watch the Skies Short Film

Jan 2012

- Production Assistant
 - o Assisted with the Grip team as well as lighting
 - o Ran errands
 - o Provided actors with anything they needed on set

Creature of Habit Music Video

June 2012

- Production Assistant
 - o Made copies of legal documents
 - o Provided cast and crew with lunch
 - o Assisted the Assistant Director

Truth Is Music Video

Dec 2011

- Production Assistant
 - o Delivered contracts
 - o In charge of extras on set

Administrative Experience

BMC Software Marketing Assistant/ Internship

Aug 2012- May 2013

- Assisted the Vice President of Sales with e-mail blasts
- Made copies and put together booklets for sales team
- Produced transcripts for BMC Podcasts

VaraLogix Marketing Intern/ Admin Assistant

Dec 2010- Aug 2012

- Answered phones for the offices
- Managed social media sites
- Made documents using Microsoft Word and Excel

Volunteer

South By Southwest (SXSW)

Creature of Habit Music Video Premiere

Austin Film Festival