

SIERRA SANBORN

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An entry level screenwriter who is exceptionally passionate about film & television as well as: developing creative content, administrative production, and development in children's television.

SKILLS

Proficient in: Google Suite, Microsoft Outlook, Word, Excel, Final Draft, Keynote, Adobe Premiere Pro, Adobe Illustrator, and Adobe After Effects.

EDUCATION

California State University Fullerton | Fullerton, CA

Bachelor Of Arts, Cinema & Television

January 2018

- Dean's List Scholar (2013-2018)
- Asian Pacific Islander Desi Graduate & Scholar (2013-2018)

EXPERIENCE

Warner Bros. Entertainment | Burbank, CA — *Temp Assistant*

May 2019 - Present

- Maintained multiple call logs, arranged interviews, and updated heavy calendars for a Senior VP and two Creative Directors.
- Arranged meetings, scheduled international phone calls, and updated heavy calendars for the Vice President and Senior Vice President of Human Resources.
- Clerical duties such as: updating schedules, coordinating meetings, answering emails, rolling phone calls, and transcribing documents.
- Tracked projects and maintained submission logs by working collaboratively with other admins.

Phoenix Pictures | Los Angeles, CA — *Development Intern*

February 2019 - April 2019

- Read scripts and supplied coverage for creative executives in order to identify projects for development.
- Performed administrative tasks such as answering phones, transcribing messages, and rolling calls for Mike Medavoy.
- Covered multiple desks and relayed crucial information to executives.

MillennialFilms | Los Angeles, CA — *Screenwriter, Script Supervisor*

August 2018 - May 2019

- Built a pitch deck and visual treatment for the short film.
- Performed script revisions and tracked finalized changes to ensure the story's integrity was consistent.
- Maintained consistency of the script to prevent continuity errors during pre-production, filming, and post production stages.

Cinespia | Hollywood, CA — *Field Production Assistant*

July 2017 - May 2019

- Helped secure an audience of four thousand people into their proper seats to ensure a safe and accommodating film screening environment.
- Collected customer emails in order to promote and advertise upcoming screenings to new audience members.
- Assisted other team members wherever and whenever necessary to reinforce a smooth production.