

SARAH SHANIECE SMITH

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SOFTWARE

Adobe After Effects

Adobe Illustrator

Adobe InDesign

Adobe Photoshop

Adobe Premiere

Final Draft

Celtx

Microsoft Office

Google Suite

Scenechronize

SKILLS

Creative Problem-Solving

Multitasking

Active Listening

Organization

Time Management

Team Collaboration

CERTIFICATIONS

COVID-19: GENERAL PREVENTION
Georgia Film Academy//2021

ON-SET PRODUCTION:
COVID-19 COMPLIANCE
Georgia Film Academy//2021

EXPERIENCE

OFFICE PRODUCTION ASSISTANT

Halloween Ends (2022) - Blumhouse/Universal

SET PRODUCTION ASSISTANT

Manhunt (2022) - AppleTV

Visit Savannah Commercial (2022) - SeventyOne Productions

Panhandle (2022) - Sony Pictures Television

The Boo Hag (2022) - Key PA - Film Deco Productions

Untitled Exorcist Project (2021) - Blumhouse/Universal

Paradise City (2021) - Locations PA- Paradise City Productions

Level 34 (2021) - Trilith Studios

LEOPOLD'S ICE CREAM TRAINER/SODA JERK

Savannah, Georgia - November 2019 to Present - 20 hrs/wk

Handled customers in fast-paced setting in coordination with solid teamwork. Reduces process inconsistencies and effectively trains team members on best practices and protocols.

Shift Supervisor; June - December 2021

SKYWAY PICTURES INTERNSHIP

Savannah, Georgia - July 2021 to December 2021

Remained readily accessible for new projects and schedule.

Assists with set up, shut down, and transport of all equipment for shoots.

SPECIAL TRAINING GFA 1000: INTRODUCTION TO ON-SET FILM PRODUCTION//2021

An introductory course providing the skills used in on-set film production, including all forms of narrative media which utilize film industry-standard organizational structure, professional equipment and on-set procedures.