

## WORK EXPERIENCE

### CEO

#### Seven Sapphire Productions | 10/2021 - Present

Worked and collaborated with various film industry professionals including, The One Voice Children's Choir, Cirque du Soleil and The Osmond's. Managed and instructed staff onset; was in charge of shooting schedule ensuring that deadlines were met. Reviewed projects on a daily basis to determine the progress and identify potential issues which needed to be resolved.

### Casting Coordinator

#### Focus Talent Management | 9/2021 - Present

Scheduled and coordinated talent auditions with agents and managers Videotaped and read with talent during auditions Attended plays, showcases, and comedy performance researching new talent. Projects: NBC The Real Housewives of the North Pole (Feature Film), BYUtv: Studio C(TV Series), BYUtv: Studio C With Special Guest SNL's Will Forte(TV Film), and Aliens Abducted My Parents (Feature Film).

### Associate Producer

#### Walt Disney Television | 08/2021 - 11/2021

Supported producers in all aspects of production – editorial and video research, writing, shooting, interviewing and basic editing. Worked directly with the producer to ensure project deadlines aligned with The Last Police's practices and standards. Ensured all needs were met with quick responses to last-minute challenges.

### Office Production Assistant

#### NBC | 07/2021 - 08/2021

Provided support to producers, directors, and other crew members with any tasks as required. Prepared professional PowerPoint presentations, maintained all documents/records, and conducted detailed research on copyrights and royalties. Developed production schedule, managed travel arrangements, and pro-actively participated in production meetings.

### YouTube Project Manager and Editor

#### Sketch-E | 02/2021 - Present

Collaborated with production, creative and technical teams on various and ongoing projects. Shadowed animators and creative executives on development projects. Created up to 10 pieces of content per month, using SEO keywords drawn from Google Analytics.

### Content Creator

#### RevelTV | 02/2021 - 07/2021

Contributed to ad copy on to our client's social media platforms. Wrote short-form and long-form scripts for social advertisements. Assisted with creating social and digital

promos and instructional videos that successfully attracted new wider audience for clients such as Setpoint Inc, NASCAR, Hale Center Theater, Utah Jazz, San Antonio Spurs, and Apple.

### Screenwriter and Director

#### JSK Stories | 11/2020 - Present

Collaborated with screenwriters on the development of program scripts. Composed and provided original and witty monologue and stand-up comedy material for a variety of audiences. Participated in aspects of the production of multiple TV shows from concept creation to completion and release.

### Production Coordinator

#### Females Empowered By Movie Making Experiences | 09/2020 - Present

Oversaw all phases of video production, from pre to post-production. Booked talent, locations, and prepared the location and set for shooting. Lead bi-weekly production meetings and weekly production calls. Supervised staff, including offering feedback and enforcing deadlines.

### Video Editor

#### Martian Studios | 07/2020 - 04/2021

Handled numerous jobs on several unscripted shows on BYU TV Broadcasting such as Story Trek, Come Follow Up, and Food Nanny, simultaneously, while constantly meeting client deadlines through all stages. Viewed rough cuts of shows that were already in production, and in charge of making any necessary changes before going on air. Collaborated with editors & ensure timely delivery of materials ranging from 30-second promos to long-form content.

### Script Supervisor

#### Jumping the Green Productions | 05/2020 - 07/2021

Reviewed script and prepared notes of actions, properties, and costumes to be used for each scene. Recorded scene details such as position, facial expressions, camera position relative to cast, the position of properties. Listened to the dialogue and an informed cast of deviations from the script.

### Producer

#### Headphone Theater | 05/2020 - Present

Oversaw and supervised each project from conception to completion. Executed and performed duties such as reading, researching, and assessing ideas and finished scripts. Built and developed a network of contacts to raise funds to market the project. Used and utilized computer software packages for screenwriting, budgeting and scheduling.

## Brand Ambassador

### Evolvez Brand Ambassador | 01/2020 - 04/2020

Provided detailed information and facts about Sundance Now to current and new students. Organized and led students on an expanded tour of the school campus. Worked together with co workers to ensure overall customer satisfaction. I was in charge of reaching out to people to convince them to use a 30 day free trial. I broke the record of getting at 1,000 people to sign up for Sundance Now.

## Creative Development Intern

### The Walt Disney Company | 08/2019 - 12/2019

Regulated multiple tasks and worked well under pressure in a high-volume fast-paced work environment. Assisting with upcoming presentations, networking events, conventions, conferences, etc. Shadowed creative executives on development projects. Assisted in research for visual development and script coverage. Pitched new exciting ideas to senior executives which are currently in development.

## Digital Media Representative

### Utah Valley University | 01/2018 - 12/2020

In charge of all productions at Utah Valley University and planning large-scale events. Hired cast & crew, negotiated contracts with vendors, clients & partners. Coordinated media availability, community involvement, photoshoots, and appearances.

## Master

### Ivy Girl Academy | 08/2017 - 12/2019

Served as a mentor and adviser to 12-18 year old girls. Planned, designed and lead science-based and skills-focused workshops, camps and certification programs. Create and contribute to the positive atmosphere while ensuring the safety and inclusion of all students and attendees.

## SKILLS

Film and Television Production

Adaptable

Promo and Trailer Production

Talent Directing

Script Revising

Social and Digital Production

Scheduling and Planning

Comedy Writing

Budgeting

Crew Management

Responsible

Content Development

MS Office

Acrobat

## EDUCATION

### A.S. Digital Media, Minor in Theatre

Utah Valley University | 12/2020

## Certificate of Completion in Film and TV Industry Essentials

New York University | 10/2021

## CERTIFICATIONS

### Production Assistant License

Utah Film Commission | 12/2020

### Leadership Certification

Ivy Girl Academy | 11/2018

## CLUBS

### President of the Disney Club

Utah Valley University | 08/2018-05/2019

### President of the Davis 4-H Club

4-H | 08/2015-12/2017

## ACHIEVEMENTS

### 1000 Subscribers

Evolvez Brand Ambassador | 04/2020

Broke the record for most subscribers.

### 1st Place In Disney Ideation Hackathon

The Walt Disney Company | 12/2019

### 3rd Place

Ivy Girl Academy Leadership Pageant | 12/2018

## REFERENCES

### Connor Rickman

801-560-6467

connor.rickman@gmail.com

### Brittany Thaxton

801-205-1752

thaxtonbritt@gmail.com