

Sondra Latham

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Professional Summary

I am a Unit Production Manager/Line Producer seeking free-lance film or TV positions. I have a cumulative total of 25 years experience as unit production manager, production supervisor, production coordinator, assistant production coordinator, assistant to production accountant and production secretary.

Skills

Well organized, professional, multitask capable, honest, ethical, trustworthy, self motivated, dependable, detail oriented, accurate, flexible, team player, and diplomatic. Can manage confidential information and possess excellent interpersonal skills. Take pride in a job well done and enjoy people. Skilled in MS Word, MS Excel, MS Outlook, MS Publisher, MS Calendar, MS PowerPoint, prefer Mac Computer, but PC capable.

Work Experience

Unit Production Manager – BYU Broadcasting 2011 - 2021:

Duties include: initiating, managing and coordinating productions from development through post production; coordinating crew, travel, schedules, equipment and set operations for EFP and multi-camera shoots; creating, tracking and managing budgets; initiating and ensuring payment of contracts with outside vendors; submitting and tracking crew payroll; overseeing and training students; helping producers achieve their goals within time and budget restraints; working with accounting to ensure time cards and invoices are accurately paid on time; ensuring legal requirements of all documents are achieved and adhered to.

Production Supervisor/Coordinator – Various Television Productions 1989-2002:

Worked on 20 television productions over thirteen years including the "I.O.C. Official 2002 Winter Olympics Film," "Touched By an Angel," "Promised Land," and "Cover Me." Coordinated production, managed office and staff, hired film crew, handled travel for producers, cast and crew, ordered equipment and supplies, coordinated distribution of communications, schedules and scripts, created systems and kept files, generated contracts, managed inventory, purchase orders and petty cash, managed special events, oversaw security for high profile actors, leased all office furniture, equipment and communication devices. Health Insurance Administrator (200+ crew), OSHA Administrator, leased and managed 9 buildings, supervised a \$500,000 remodel for CBS studio in Salt Lake City.

Business Owner - Tom's Gourmet Foods, LLC 2002-2010:

Managed all aspects of business, including set up of new business, bookkeeping in QuickBooks, manufactured and managed inventory, submitted pricing, organized promotions, provided demonstrations, met with corporate buyers, merchandized stores, processed internet and credit card purchases, purchased supplies, participated in Utah's Own programs, President of Utah Specialty Food Association. Coordinated food seminar for Utah Department of Agriculture. Editor of specialty food business book for Utah Department of Agriculture.

Office Manager/Bookkeeper - CY's Eclectic Distributors 2008-2010:

Managed office, supervised employees, bookkeeping in QuickBooks, created invoices and credits in original software developed by owner, provided Excel sales reports for vendors, managed inventory, ordered product from vendors, submitted pricing files for grocery chains, created schedules for merchandizing, met with corporate buyers from grocery chains, met with department managers, wrote orders, created filing system, created calendars, processed internet orders, processed credit card purchases, staged products for delivery, purchased supplies for office and warehouse, managed phones and mail, etc

Education

B.A. Film, Brigham Young University

Production Experience – Television and Film

Associate Producer:

- “Utah’s Famous Firsts” KBYU Documentary
- “Hole in the Rock” KBYU Documentary
- “Without Saying Goodbye” KSL Documentary (Best Documentary Award Utah Broadcasters)

Production Manager:

- “Great Salt Lake: Utah’s Sanctuary” KBYU Documentary (Emmy Award)
- “On Set with the Cast of Granite Flats” BYUtv Documentary
- “Utah in WWII” KBYU Documentary
- “Utah’s Perfect Storm” KBYU Documentary
- “Utah’s White Palace” KBYU Documentary
- “The Making of Granite Flats” BYUtv Documentary
- “20 To Ready” KBYU Interstitials
- “Community Connection” KBYU Interstitials
- “BYU Devotional” Live Production
- “Nexos” BYUtv International Television Series
- “Conexao” BYUtv International Television Series
- “Heroes de la Comunidad” BYUtv International Television Series
- “Legends” – BYUtv – TV Series 1st Season
- “Pledge” – KBYU – Live TV Pledge Night for PBS Station
- “NBC Nightly News” -Imagine One- Commercial

Production Supervisor:

- “Bud Greenspan’s Favorite Stories of Winter Olympic Glory” (2002) – Cappy Productions - Documentary
- “Touched By an Angel” – CBS – TV Series 4th Season
- “Promised Land” – CBS – TV Series 1st Season

Production Coordinator:

- “Touched By an Angel” – CBS – TV Series 1st, 2nd, 3rd Seasons
- “Promised Land” – CBS – TV Series 1 Episode
- “Cover Me” – Panamore Productions – USA – TV Series 1st Season
- “Nothing Lasts Forever” – Nicki Film Productions – CBS Mini-series
- “ER” – NBC - Location Shoot
- “The Climb” – Dean River Productions – Feature
- “Safe Passage” – Juno Pix – 2nd Unit Utah Segment – Feature
- “Knott’s Berry Farm” – Wildwood Productions – 2 Commercials

Assistant Production Coordinator:

- “Guide to Life” – Salty Pictures, Inc. - Feature
- “Rigoletto” – Feature Films for Families – Feature
- “Man with Three Wives” – Lauren Film Productions – CBS MOW
- “Double Jeopardy” – Lauren Film Productions – CBS MOW
- “Siege at Alta View” – Citadel Films – ABC MOW
- “Battling For Baby” – Western Video Productions – CBS MOW
- “Extreme Rescue” – Extreme Productions – NBC Pilot
- “Chapstick” – Epoch Films – Commercial

Assistant Production Accountant:

- “Crossroads” – Riders, Inc. – NBC Series
- “Harmful Intent” – VHC Productions – TV MOW

Casting Assistant:

- “Everwood” – Everwood Utah, Inc. – Warner Bros. Network Series