

# SARAH BANKS

- QUALIFICATIONS:** Great phone demeanor, excellent customer service, upbeat, high energy, and personable. Extremely organized, great attention to detail, multi-task, efficient, hard working, dedicated—give 150%, and maintain a sense of humor.
- SKILLS:** IBM/MAC proficient: Windows 95-00/XP; Microsoft Word, Excel, FileMaker Pro, PowerPoint, Access, MS Publisher, MS Outlook, E Mail, Internet savvy. Fluent in French, intermediate Hebrew and basic Spanish. Experienced in script coverage.
- EDUCATION:** **Syracuse University**  
**B.S. Television, Radio and Film Minor: Informational Studies, May 2005**  
*Chancellor's Scholar/Dean's List /Graduated Magna Cum Laude, GPA 3.75*
- EXPERIENCE:**
- 7/08 – Present **SONNY WITH A CHANCE** Burbank, CA  
**Assistant Production Coordinator/Production Coordinator**  
Created contracts, in charge of Pas, ordered expendables for crew, ordered lunch for writers, ordered office supplies, acted as liaison between show and network, helped with live audience show, was in charge of show wrap binders, collected and maintained all paperwork, responsible for anything and everything that helps the show run successfully.
- 8/07 – 6/08 **UGLY BETTY** Hollywood, CA  
**Office Production Assistant/Assistant Production Coordinator**  
Answered incoming calls; distributed call sheets; created sides; went on runs; ordered office supplies, created insurance certificates, aided Production Coordinators, UPM, and ADS with various tasks, created crew lists, organized crew screenings.
- 7/06 – 6/07 **THE ELLEN DEGENERES SHOW** Burbank, CA  
**Receptionist/Executive Assistant/Production Assistant**  
Answered multi-line phone system; assisted Production Coordinator and Production Manager; acted as assistant to Executive Producer; booked meetings; rolled calls; assisted producers with any aspect of production; went on runs, researched giveaways and pitched segments to producers (green show) and screened audience members for interviews. Read through viewer emails (selecting best for show ideas), researched topical news stories.
- 6/06 – 7/06 **THE RICHES (Pilot Re-Shoots)** Los Angeles, CA  
**Office Production Assistant**  
Answered incoming calls; distributed call sheets; created sides; went on runs.
- 10/05 – 6/06 **E! ENTERTAINMENT NETWORK** Los Angeles, CA  
**Field/Office Production Assistant, Segment Producer, Segment Coordinator**  
**Dr. 90210, Live from the Red Carpet, Academy Awards, To Have and to Hold, Dr. 90210 Season 4**  
Logged camera footage, transcribed footage, assisted production crew with tasks, drove production van, assisted Executive, Supervising, and Associate Producers with any office work that needed to be done, went on runs, aided in casting, assisted in direct production of live events, acted as field producer for shoot days.
- 7/04 - 8/04 **BATMAN BEGINS** Chicago, IL  
**Production Assistant**  
Maintained lock ups; assisted crew with shot set up; kept public away from the set.
- Summer 2003 **OFFSPRING ENTERTAINMENT** Burbank, CA  
**(Adam Shankman's Production Company)**  
**Assistant to Matthew Mizel, Vice President**  
Answered busy phones; coordinated office schedule and Mr. Mizel's personal calendar; reviewed and analyzed scripts; provided coverage.