

SOPHIA GILBERTO

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- 2022 Hurwitz Creative - (August - Current)**
Associate Producer
- Write Creative Concept Pitches & EPK Interview Questions
 - Assist CEO with day to day; schedule, travel, tasks
 - Produce EPK/Promo film shoots with Production Team
 - Track script one-lines, identify scenes for BTS days on set
 - Script Coverage & Management for multiple projects
- 2021-2022 Hurwitz Creative - (June - August)**
Office/Production Assistant
- Assistant to CEO, calendar, travel, creative concepts,
 - Assist-produce film shoots with Production Team
 - Track script one-lines, identify scenes for BTS days on set
- 2019-2021 Bella Agency - (June - July)**
Executive Assistant to Youth Director
- Scheduled and Submitted Audition Tapes
 - Updated talent's files and permits
 - Anticipated needs and lightened workload for Agents
- 2019 Threshold Entertainment January - June**
Executive Assistant to CEO
- Scheduled meetings, took notes, organized
 - Project Research and Development
 - Assisted with Project Distribution & Financing
- 2019 Joint Effort Productions January - May**
Development Assistant
- Script Coverage
 - Desk Coverage & Administrative Tasks
- 2018 Freq Out Live January - May**
Director
- Directed Live Sketches & Digital Shorts
 - Truck and Studio Directed with Multi Camera
- 2017 - 2018 Chicago International Film Festival August - November**
Volunteer Coordinator ~ Seasonally
- Managed and Scheduled over 150 Volunteers
 - Trained and Recruited Volunteers
- 2017 BBC U.K. Media City January - May**
Production Assistant on Blue Peter
- Assisted with Audio
 - Crowd Control and Grip Duties
- 2016 Live Stage Production of On Golden Pond June - August**
Production Assistant, Box Office Manager, Group Sales
- Sales & Customer Service
 - Personal Assistant to Oscar Winning Ernest Thompson
- 2015-2017 Allied Film Works June - August**
Personal Assistant to Director Morgan Murphy
- Managed schedule, correspondence, shot sheet, Crafty services etc.

EDUCATION

Columbia College Chicago 2019
Television BA Writing and Directing

SKILLS

- Writing
- EPK Question Writing
- Desk Coverage
- Script Coverage
- Rolling Calls
- Calendar Management
- Adobe Premier Pro
- Final Cut Pro
- Adobe Photoshop
- Google Suites
- Microsoft Suite
- Outlook Applications
- Customer Service
- Portfoliopad
- Breakdown Express
- Casting Frontier
- LA Casting
- Basic French