

SARAH HAWKINS

CREATIVE PRODUCER



PROFILE

Name

Sarah Hawkins

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ABOUT ME

Producer & coordinator with 4+ years experience in the film and television working on features, commercials and short form content. My experience working at a top tier commercial production house has cemented my love for production and content creation. I'm known for my ability to produce & coordinate projects that stay on time, within budget and successfully achieve the creative.

I'm looking to work with forward thinking companies. I want to produce great content that comes from innovative thinkers.

EXPERIENCE SUMMARY

Feb 2016 –
Sept 2016

Harbor Picture Company

Production Coordinator

Coordinator of commercial production & post-production for high-end beauty, fashion & lifestyle projects. I manage creative development, crew, equipment, locations, budgets, post-production assets and final deliverables for multiple projects at one time.

Sept 2014 –
Feb 2016

Harbor Picture Company

Client Services & Production

High-end client services, studio space management, production project management, financials and freelancer administration, PR and social media marketing.

March to
August 2014

Criminal Productions & HGTV

Freelance Production & Art Assistant

Crew management, paperwork organization, budgeting, on-set assistance, buying/dressing, talent wrangling, financials wrap.

February 2014

Space Hero Agency

Freelance Commercial Art Director

Set design, buying, budgeting, construction and wrap for corporate commercial.

EDUCATION

2010 - 2013

Bachelor of Fine Arts (Film, Television and New Media)

Queensland University of Technology

2004 - 2008

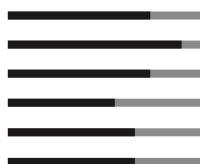
St. Rita's College, Clayfield

Completed years 8 to 12

SKILLS

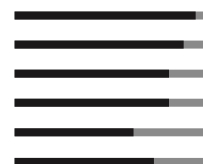
Professional

Premiere Pro
Microsoft Excel
Photoshop
Avid
MS Project
Cision PR



Personal

Organization
Collaboration
People-skills
Motivational
Financial
Flexibility



REFERENCES

Darrell Smith

Head of Post Production

T: 212 209 7688

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Kellan Anderson

Executive Producer

T: 212 209 7688

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Valerie Michaels

PR & marketing consultant

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