

Miriam Sachs

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EDUCATION

University of Southern California

August 2016 - December 2020

B.F.A. in Film & TV Production, Emphasis in Business, Minor in Screenwriting

- **Honors:** *summa cum laude*, half tuition Cohen Scholarship, Thematic Option English program

EXPERIENCE

Management

July 2017 — Present

Development Assistant

- Assist managers including company founder Dan Halsted with research, administrative tasks, monitoring phones, managing heavy calendar and high volume desk
- Composed to date 50+ script coverages, summarizing and recommending improvements

Office of the Dean of Cinematic Arts

August 2017 — March 2020

Assistant

- Organize calendar, schedule and put on events for the Dean and VIP guests
- Manage multiple phone lines for student, faculty, and staff requests

Get Lit - Words Ignite

May — August 2019

Media Education Coordinator

- Create, market, and teach screenwriting and film production curriculum to underserved high school students across LA, expanding the program from 7 students to 40 students in 3 months
- Construct and submit purchase requests for equipment and office supplies

One Two Twenty Entertainment

May — July 2017

Development Assistant

- Research and write content to establish company brand and develop story for feature film
- Administer contact lists of actors, writers, directors, and other key players

In-House Arts

September 2014 — June 2016

Program Director

- Market, scout talent, book locations and performers, and run concert series of music, comedy, poetry, and film that travels to a different house each month
- Maintain and update expansive, growing spreadsheets of 40+ performers and 30 locations
- Budget and purchase supplies, equipment, and coordinate lunch for 40+ people

AWARDS

- Spit It Out, Margot! | *USC Comedy Festival, SCA First Look Award* March 2021
- There Is Light | *Newport Beach Film Festival* April 2017
- A Student Named Art | *1st Place, Statewide CA Student Voices Summit* February 2016

SKILLS

- Script coverage, development notes, heavy calendar scheduling, data entry, phone coverage, purchasing supplies, camera operation, editing, Facebook, Instagram, Twitter, Excel, PowerPoint, Word, Outlook, Evernote, Final Draft, Adobe Creative Cloud, Avid, Final Cut