

# Sarah de Leon



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in/sarahdeleon16

## Citizen Skull Productions

May 2019-Present

Talent Manager

- Currently the talent representative for eleven clients
- Help shape developing client's careers
- Pitch clients to agents and casting directors

## 13 Paces

December 2018-Present

Executive VP of Development / Personal Assistant to President

- Assist on creative decisions
- Help vet potential writers for future collaborations
- Design and edit pitch decks for upcoming projects
- Write full script coverage and provide professional feedback

## SMS Talent, Inc.

May 2018-May 2019

Executive Assistant

- Assisted two theatrical talent agents
- Re-organized their entire office and updated their filing system
- Managed appointments and communication for roster of over 300 clients
- Scheduled and coordinated all meetings
- Handled all inter-office operations including phone lines, emails, filing, and onboarding clients

## Chompy & The Girls

January 2018-Present

Producer

- Created budget (\$120,000) and schedule
- Hired crew of 35 workers
- Set up casting and SAG agreements
- Scouted and negotiated all locations
- Handled all production related paperwork

## Skybound Entertainment

Spring 2018

Film & Television Intern

- Script coverage
- In-depth research on a graphic novel character for spin-off book series published fall of 2018

## ZEAL Media Company

Spring 2016

Development Intern

- Worked directly beneath Cassian Elwes and his assistants
- Created pitch decks for studio meetings
- Updated and monitored project tracking grid
- Reviewed budgets for feature length films

## Dodge College of Film & Media Arts

February 2015-May 2018

Administrative Assistant & Tour Guide

- Coordinated and administered tours for prospective students
- Covered main phone lines
- Handled official correspondence to admitted students and faculty
- Provided organizational assistance

## Education

Chapman University, Dodge College of Film & Media Arts  
B.A. in Screenwriting, Minor in Television Production '18

## Softwares

Final Draft, Breakdown, In Entertainment,  
Movie Magic Scheduling/Budgeting,  
Adobe Suite, Microsoft Suite, Efficient on PC & Mac

## Skills

-Excellent Written & Verbal Communication  
-Writing/Storytelling  
-Creative Problem Solving  
-Efficient (Can Type 200 WPM)  
-Event Coordination / Planning  
-Project Management  
-Public Speaking – I can make people laugh