

SABRINA WARDLAW

WORK EXPERIENCE:

- **Moonstone & Sage** 2023
 - Freelance Writer
- **One on One | Next Level Studios** 2018-2022
 - **Office Administration:** All daily administrative operational tasks, which included:
 - Creating and updating all internal documents or video footage in Google Workspace, Microsoft Office, Apple iWork, Zoom operations, and the Dahlia operating system.
 - Data entry, all emails, phone confirmations, and all various account services.
 - Exporting, uploading, and sharing all event recordings.
 - Registration and purchases for guests, confirming scheduling with guests and clients.
 - **Client/Event Services:**
 - Managing/Hosting in-person classes and castings with industry clients/guests and ensuring the smooth operation of all events
 - Preparing and striking the recording equipment for all events
 - Troubleshooting the cameras, mics, and computers for castings and class recordings
- **Lockwood Home + Gifts** 2017-2018
 - **Client Services:** Purchasing and sales, in-person customer service, phones, product restocking, product floor arrangement
- **Warby Parker** 2016-2017
 - **Client Services:** Styling customers, all sales and purchasing, client services, product restocking, floor design, reading & comprehending optical prescriptions, frame & lens adjusting, and emails
- **The Peoples Improv Theater** 2014-2016
 - **Directing & Production:** Wrote, directed, and/or performed in numerous live sketch comedy shows, live solo-performance shows, and comedic plays
 - **Office Administration:** Emails, phone calls, web page construction via Dahlia operating system, social media for shows and performers, ticket sales for classes and events, and scheduling assistance
- **The Peoples Improv Theater** 2013-2014
 - **Internship:** Front of house staff, ushering, ticket sales, cleaning, evening show operations, nightly operational tasks, and social media assistance
- **Equinox: Printing House** 2013-2014
 - **Front Desk Manager:** Client services & purchases, restocking facilities, member accounts, managing the Front Desk team's schedules and shifts

CONTACT ME:

sabrina.wardlaw@gmail.com

www.sabrinawardlaw.com

SKILLS:

- Apple iWork
- Microsoft Office
- Google Workspace
- Celtx + Final Draft
- Procreate (Digital Art, Animation)
- Adobe Photoshop (Digital Art, Animation)
- Screenwriting
- Canva
- Zoom
- Directing
- Copywriting
- Playwriting
- Voiceover Recording (SourceConnect, Audacity)
- Hootsuite/Social Media: Instagram, Twitter, TikTok, Facebook)

EDUCATION:

- **Bachelor of Arts: Theatre Arts**
Pace University
Acting, Screenwriting, Playwriting, Theatrical Production, Sound Design, & Directing
- **School of Visual Arts**
Fundamentals of Animation
- **The Peoples Improv Theater**
Sketch Comedy Writing & Directing, Improv, Solo Character Writing & Performance
- **The Barrow Group**
Filmmaking, Film Directing, Screenwriting, Film Editing, Audio Recording & Editing