

Cayla Sacre

Television Writing and Production

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EXPERIENCE

APA, — *Talent Assistant*

Sept 2022 - Current

- Maintained Agent's tight schedule, scheduling meetings, appointments, and calls.
- Tracked projects, submissions, auditions, and avail checks for all projects covered.
- Rolling calls quickly and efficiently as well as keeping call logs.
- Diligent note taking in meetings and calls and distribution of said notes.

Ellis Talent Group, — *Associate*

May 2021 - Current

- Maintained schedules of two agents, scheduling meetings, appointments etc.
- Communicated constantly with clients, managers, and casting departments.
- Facilitated submissions for clients while record keeping.

Untitled Alec Baldwin and Kelsey Grammer Project, — *Covid Coordinator*

March 2021 - April 2021

- Organized covid testing for cast and crew.
- Took notes during covid safety meetings and distributed to team members.
- Monitored cast and crew on safety protocols.

Silverlake Psychology LLC, — *Intake Coordinator*

August 2020 - March 2021

- Matched clients with therapists, scheduling, and completing intake.
- Assisted clients through the intake process and beyond.
- Guided new employees through company policies.
- Lead Intake Coordinators in accountability meetings.

Single Parents, ABC/FOX — *Office Production Assistant*

September 2019 - March 2020

- Scheduled and coordinated crew events and food trucks.
- Distributed all set paperwork, scripts, sides, and memos.
- Used multitasking to keep the office and set running smoothly.
- Organized office supplies and paperwork for writers and producers.

EDUCATION

Chapman University— *BFA Television Writing and Production*

August 2015 - May 2019

Graduated in May of 2019

Psychology Minor

Delta Kappa Alpha -
Professional Cinematic
Fraternity (2015-2019)

SKILLS

Team: Communication, creative problem solving, leading projects, multitasking, hardworking, “no job too small”, attention to detail, organization

Technical: Microsoft Word/Excel/PowerPoint, Outlook, Movie Magic Scheduling/Budgeting, Final Draft, Final Cut, Pro Tools, Adobe Creative Cloud, Google Applications.

Social: Instagram, Facebook, LinkedIn, Tumblr, Twitter, TikTok, Blogs