

Sophia Boschetto

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EDUCATION

The University of Vermont

Bachelor of Arts in Film and Television Production
Minor in Studio Art

Burlington, VT
August 2021

WORK EXPERIENCE

Food Network: Elf on the Shelf Sweet Showdown - Season 1

Production Coordinator (One month contract)

- Managed team of Production Assistants and worked to carry out all production office tasks
- Reconciled all production receipts and created expense reports for the Production Manager and Executives

New York, NY
June-July 2023

The Rachael Ray Show - Season 17

Production Coordinator

- Managed the Production Office when filming at the CBS Broadcast Center
- Created expense reports, handled petty cash, coordinated crew meals for staff of 50+ when needed on tape days
- Completed paperwork for EIC, created start and hiatus transmittals for accounting, managed company wide staff PTO database
- Outsourced vendors for studio/office repairs and coordinated studio deliveries and giveaways, along with distribution
- Managed and mentored Production Secretary and four Production Assistants in all runs and tasks

New York, NY
September 2022 - May 2023

ASL Productions

Production Coordinator

- Managed all administrative office needs
- Organized and led pre production meetings to ensure production plans align with client requirements
- Sourced crew/gear, created and distributed call sheets and deal memos, assisted with budgeting and accounting
- Created and maintained detailed schedules of all upcoming productions

New York, NY
March - August 2022

Netflix Original Film, "Christmas with You"

Sound Utility Technician (One month contract)

- Wired all cast members and worked on-set as second Boom Operator
- Collaborated with Sound Mixer and actors to achieve top quality audio
- Worked with the Accounting Department and managed all Sound Department time cards and invoices

New York, NY
October - November 2021

Bowstring Studios

Production Assistant (Freelance)

- Worked on 20+ commercial productions at Penn Medical Center, Villanova University, and Pace University
- Set up camera, lighting and grip equipment to use during production
- Created schedules, managed travel arrangements, and collaborated with producers to support production needs

Philadelphia, PA
June - October 2021

Season 2 of Oxygen Network's true crime show, "Killer Siblings"

Research Intern

- Completed research, updated spreadsheets, and produced timely reports of information found related to relevant cases
- Assisted with preparing case-related reports and presentations
- Utilized job-related application: Microsoft Excel, Microsoft Word, Microsoft Powerpoint, Airtable, and Slack

Los Angeles, CA
June - October 2020

Fire Department, Station No. 79

Volunteer Firefighter

- Participated in physical fitness and training programs to maintain preparedness and stamina for fire rescues
- Trained in skills to learn how to work quickly and efficiently in high- stress situations

Doylestown, PA
June 2019 - August 2020

PROFESSIONAL SKILLS

- Workflow management, Schedule and travel coordination, Client / talent relations, G-Suite, Advanced experience in Microsoft tools (Excel, Word, Powerpoint)