

Dear Hiring Team,

I am excited to apply for an Executive Administration position with your organization. My career has taken new direction, one that has given me extensive experience supporting Senior Executives while also managing complex operations in fast paced, high pressure environments. I believe that combination makes me particularly well suited for a C-Suite executive support role.

For almost 30 years, I have worked in environments where organization, discretion, adaptability, and anticipating what needs to happen next are necessary. I supported C-Suite Executives by managing complex calendars, preparing board and executive materials, coordinating across departments, handling confidential communications and documentation, and serving as a trusted gatekeeper for senior leadership.

My subsequent work as an Executive Producer, Producer, and Production Coordinator has further strengthened those skills. I have managed schedules, international travel, managing inventory and ordering essential supplies, budgets, contracts, payroll, vendors, personnel, and communication across multiple departments, all the while balancing competing priorities and tight deadlines. I understand how to keep people and projects moving while remaining calm, professional, and adapting when circumstances change.

I am comfortable communicating across all levels of an organization and understand the importance of discretion, sound judgment, attention to detail, and representing senior leadership professionally.

My experience may not follow the most traditional path for an Executive Administration candidate, but I believe that is one of my greatest strengths. I bring vast knowledge that comes from years of executive support, along with the resourcefulness, urgency, and flexibility developed through managing complex operations and productions.

I would welcome the opportunity to discuss how my experience and skills could support your leadership team and organization. Thank you for your time and consideration.

Sincerely,

Sarah S. Fisher

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Local Hire: New Orleans, LA / Los Angeles, CA / New York City, NY / Atlanta, GA / Baltimore, MD / Austin, TX

PROFESSIONAL SUMMARY

Highly organized executive assistant and production professional with 20+ years of experience supporting C-suite executives and production leadership in film, television, and studio environments. Proven ability to manage complex calendars, coordinate international concierge-level travel, oversee confidential communications, and direct seamless production operations and paperwork across all phases of a project. Adept at cross-department communication, office and vendor management, event and meeting planning, and serving as a trusted gatekeeper for senior leadership. Handles sensitive information with the highest level of confidentiality and discretion, whether managing executive correspondence, NDAs, talent agreements, or proprietary production materials. A unique dual-perspective professional — a working SAG-AFTRA actress and stunt performer with on-camera credits for Amazon, Hulu, BET+, and major studio releases — bringing firsthand understanding of the talent experience to every production and executive support role. Proficient across the full Microsoft Office Suite, Google Workspace, QuickBooks, SharePoint, Slack, and Zoom, as well as industry-standard production tools including Movie Magic, Studio binder, and Final Draft. Known for anticipating needs, solving problems before they surface, and thriving under pressure in both corporate and creative environments.

CORE COMPETENCIES

Executive Support: C-suite gatekeeping, complex calendar & schedule management, international concierge-level travel booking, board meeting prep & minutes, executive briefing decks & reports, NDA & confidentiality agreement management, document review, physical document handling, file organization, interpersonal skills, written communication.

Production: Call sheets, production schedules, SAG-AFTRA talent agreements & union compliance, crew hiring & onboarding, contract & rate negotiation, script coverage & development notes, breakdown services, COVID compliance protocols.

Operations: Office & vendor management and relationship, petty cash, expense reporting & reconciliation, cross-department liaison (legal, finance, HR), event & meeting planning, social media & public-facing communications.

Communication: Point of contact for agents & talent reps, executive memo & correspondence drafting, multi-line phone & email management (65 WPM).

Production Software: Movie Magic Budgeting & Scheduling, Studiobinder, Final Draft, Breakdown Services.

Business Software: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint), Google Workspace (Docs, Sheets, Drive, Calendar), QuickBooks, Slack, Zoom.

PROFESSIONAL EXPERIENCE

Executive Producer | Prism Light Pictures, LLC

New Orleans, LA / NYC / Los Angeles, CA 2021 – Present

- Oversaw operations for productions ranging from 50–100+ personnel, supporting projects from development through post-production
- Hired, onboarded, and managed crew of 50–100+, including contracts, paperwork, and first-day orientation
- Managed all SAG-AFTRA talent agreements, daily contracts, and union compliance paperwork
- Sourced and negotiated rates with crew, vendors, and service providers to meet budget targets
- Provided script coverage and development notes to support creative decision-making in pre-production
- Managed production budgets, tracked expenses, and ensured financial accountability across multiple concurrent projects
- Coordinated communication across departments; served as primary point of contact for talent representatives, agents, and casting offices
- Supervised production logistics, schedules, and documentation from pre-production through delivery
- Enforced COVID compliance protocols on set in accordance with industry and certification standards

Producer / Production Coordinator | New Kingdom Pictures

New Orleans, LA / NYC / Los Angeles, CA 2017 – Present

- Supported multiple productions by managing calendars, meetings, and daily logistics for production leadership
- Coordinated travel, permits, accommodations, and transportation for on-location shoots
- Maintained comprehensive production paperwork including call sheets, schedules, and release forms
- Negotiated vendor contracts and crew rates; ensured all agreements met budgetary requirements
- Managed SAG-AFTRA paperwork and talent agreements, maintaining full union compliance throughout production
- Served as key communication hub between departments, external vendors, and talent representatives
- Monitored expenses and ensured adherence to approved budgets

Assistant Production Coordinator | Hulu / Signature Entertainment

New Orleans, LA 2021 – 2022

- Assisted with scheduling, logistics, and administrative coordination for large-scale productions
- Supported UPMs with travel, lodging, and scheduling for cast and crew
- Managed sensitive documents and production paperwork with full discretion
- Oversaw office operations, purchasing, petty cash, and daily administrative needs

Executive Administrative Assistant | Universal Studios Entertainment

Orlando, FL 2006 – 2019

- Served as gatekeeper for C-suite executives — screened all calls, emails, and visitors, prioritizing access and response accordingly
- Prepared board meeting materials, agendas, and minutes; distributed to stakeholders post-meeting
- Produced executive briefing documents, presentation decks, and internal reports for senior leadership
- Processed and reconciled executive expense reports, ensuring accuracy and compliance with company policy
- Drafted executive-level memos, correspondence, and communications on behalf of senior leadership
- Managed complex calendars, international concierge-level executive travel, visitor schedules, and vendor interactions
- Maintained confidential files, call logs, NDAs, and internal documentation
- Liaised between legal, finance, HR, and operations departments to ensure seamless executive support
- Oversaw office supply acquisition, inventory management, and facilities coordination

NOTABLE PRODUCTIONS & PROJECTS

Production Credits

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|--|---|
| – The Madness of David Judge | — Executive Producer — Amazon — Dir. Michael Mayhall |
| – Run | — Executive Producer — Dir. Chris J Love |
| – Christmas For Sale | — Producer — BET+ — Dir. Dan Garcia |
| – Victorious Red | — Producer — Dir. Emmanuel Baldwin |
| – A House Divided (Seasons 1–5) | — Production Coordinator — AIBLK — Dir. Dan Garcia |
| – In The Shadows | — Production Supervisor — Urban Flicks — Dir. Dan Garcia |
| – The Estate | — Assistant Production Coordinator — Hulu — Dir. Dean Craig |
| – Deadly Vows | — Casting Assistant — Darya Balyura |

On-Camera & Stunt Credits

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| – Carry On | — Supporting (w/ Jason Bateman) — Netflix — Dir. Jaume Collet-Serra |
| – Lisa Frankenstein | — Supporting (w/ Cole Sprouse) — Focus Features — Dir. Zelda Williams |
| – We Have A Ghost | — Supporting & Stunt Double (w/ David Harbour) — Netflix — Dir. Christopher Landon |
| – Sinners | — Stunt Performer — Warner Bros. — Dir. Ryan Coogler |
| – Leverage Redemption | — Stunt Double: Kayli Tran — Amazon Prime — Marc Roskin |
| – Kinds of Kindness | — Stunt Double — Searchlight Pictures — Dir. Yorgos Lanthimos |
| – The Boogeyman | — Stunt Double: Madison Hu — Hulu — Dir. Rob Savage |
| – Quiz Lady | — Stunt Double : Awkwafina — Hulu — Dir. Jessica Yu |
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EDUCATION

Associate of Arts, Music | Essex Community College — Baltimore, MD 2001

PROFESSIONAL AFFILIATIONS

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- SAG-AFTRA — Screen Actors Guild – American Federation of Television and Radio Artists
 - Television Academy
 - WIFT — Women in Film & Television
 - ABITA FILM FESTIVAL - Judge & Panelist
 - LYS (Love Your Shorts) FILM FESTIVAL - Judge

CERTIFICATIONS

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- COVID-19 Safety & Compliance Certification — [Johns Hopkins University] — Production Safety Protocol
 - COVID-19 Production Safety Certification — [Safety Sets]
 - COVID-19 Compliance Officer Certification — [Johns Hopkins University]