

JESSICA SAABOR

✉ JESSICASAABOR@GMAIL.COM ☎ +64272967428 in JESSICA SAABOR

Film graduate and Working Title Los Angeles Alumni with Runner, PA, and Office Manager experience

INDUSTRY EXPERIENCE

Working Title | Los Angeles | August 2018 - December 2018

Film and TV Development Intern

- o Read and produced reports/coverage on scripts, books, and graphic novels
- o Covered the Office Manager and PA desks and phones
- o Aided with expenditures, research, and maintenance forms

Working Title | London Office | June 2018

Office Runner

- o Produced script coverage
- o Went on runs and prepared documents, scripts, and petty cash forms
- o Looked after guests and colleagues with refreshments, retrieving information, and liaising across the office

FEATURE FILMS

The Aeronauts | Amazon Studios | July 2018 – August 2018

Art Department Runner | Designer, David Hindle | Director, Tom Harper

- o Organised and delivered issues and documents throughout the office
- o Aided with preparation and organisation of elements for oncoming shoot

Artemis Fowl | Disney | February 2018

Set Dec and Graphics Intern | Set Decorator, Celia Bobak | Director, Kenneth Branagh

- o Prepared and recorded information to be sent through to Clearing
- o Worked with graphics to make props and set dressing

Detective Pikachu | Legendary Entertainment | September – October 2017

Set-Dec Runner | Set Decorator, Lisa Chugg | Director, Rob Letterman

- o Supported Office Co-ordinator through organisation of calendars, production documents, and deliveries
- o Researched and presented written and visual information for HOD meetings

Colette | Number 9 Films | May 2017

Set-Dec and Art Department Intern | Set Decorator, Lisa Chugg | Director, Wash Westmoreland

- o Troubleshoot issues in the run up to the shoot through liaising with all departments and organising pre-existing information into relevant databases
- o Completed practical pre-production tasks such as CAD model making, prop making, and illustration

EDUCATION

University of Westminster | September 2015 – June 2018

- o BA Film Production
- o First Class Degree with Honours (4.0 GPA equivalent)
- o Academic Awards: Platinum Scholarship (highest awarded)

SKILLS

Technology

- o Proficient in Excel, Microsoft Office, Avid, Premier Pro, Photoshop, Illustrator, and various Cloud Software

Office skills

- o Scheduling and updating of department calendars, meetings, and shoot details
- o Organisation and filling-in of production paperwork
- o Autonomous research and presentation of information

Other

- o Clean driving licence
- o Upper-Intermediate French

INDUSTRY REFERENCES AND PORTFOLIO

Available on request