

# Sarah Litvin

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## Education

### **Bachelor of Arts, Communications: Radio, Television & Film (Minor In Advertising)**

**Dec 2017**

Rowan University, Glassboro, New Jersey

**GPA 3.6 (Institutional Honors: Cum Laude)**

### **Associates Degree Liberal Arts**

**May 2015**

Salem Community College, Carney's Point, NJ

GPA 3.25, Dean's List Spring 2015

## Skills

Proficient in Microsoft Word, PowerPoint, Adobe Audition, Photoshop, InDesign, and Premiere Pro.

Valid NJ Driver's License

## Work Experience

### **Employment: *Netflix Additional Set Production Assistant* "Army of the Dead"**

**September 2019- October 2019**

- lock- up of sets
- looked over cast
- walkie checks
- cleanup of equipment
- put shot lists order

### **Employment: *Studio Coordinator at QVC***

**August 2018- June 2019**

- Prepared each show
- Coordinates with Hosts and Production team with rundowns of shows.

### **Employment: *Best Buy Sales Associate Digital Imaging***

**Feb-August 2018**

- Sales of Digital Cameras, as well as other items in the department.
- Responsible for all sales transactions as well as answering any and all questions about the products.

### **Special Events Producer: (RTN)**

**Spring 2017**

- checked out equipment for events
- emailed crew
- some events filmed/produced: The Filharmonics performance from "Pitch Perfect 2" and "The Singoff", Open Mic Night, Cards Against Hypnosis with "David Hall", Battle of the Bands, Holly-bash – filmed event and interviewed "CADE".

### **The Ellen DeGeneres Show Internship (Burbank, California)**

**Fall 2016**

- Worked in 6 departments over the course of 15 weeks.
- Departments included: Human Interest, Digital, Research, Talent, Audience, Booth, Production, and 12 days of Giveaways
- answered calls, opened fan mail, helped with ellentube website, organized 12 days of giveaways, food runs, camera blocking, emails, celebrity research.

### **Rowan Television Network (RTN)**

**Fall 2015–Spring 2016**

Worked Various Camera positions for Live broadcast of Campus Special Events

- Homecoming Parade
- Performance by David Garibaldi from "America's Got Talent"
- Lip Dub Competition event for Rowan students

### **Rowan Radio**

**Spring 2016**

- Radio show host every Thursday from 1-3 p.m.