



SARAH MAWBHEY

1850 Duluth Highway #2213
Lawrenceville, GA
30043
310-728-5834
sarah.mawbey@gmail.com

PROFESSIONAL SUMMARY

Accomplished professional seeking opportunity to apply advanced business management expertise and drive competitive development for your organization. Adept at translating ideas into actionable policies and achieving remarkable results. Cultivate a collaborative environment with efficient operations and effective team dynamics using smooth problem-solving and conflict management abilities.

SKILLS

- Staff leadership
- Operational planning
- Troubleshooting techniques
- High profile talent management
- Program management
- Production oversight
- Excellent communication
- Highly adaptive
- Business development
- Decision making
- Time management
- Organizational skills

EXPERIENCE

March 2021 - Currently Employed

Production Assistant - COVID Testing Department

Big Indie Romantic Productions (Amazon) | Atlanta, GA

- Experience working on studio sets.
- Detailed knowledge of current COVID protocols.
- Daily scheduling of cast, crew, talent and background.
- Very experienced working with high profile talent .
- Extremely high pressure environment, efficient at being highly adaptive and responding quickly to rapidly changing conditions on set.
- Proficient with google sheets, google docs, scenechronize, dropbox, gmail, certify.
- Daily admin tasks, liaising with crew and talent, medical vendors.

August 2017 - Currently Employed

Producer/Head of Acquisitions & Development

Motion Scope Entertainment | Atlanta, GA

- Managed team of writers while developing new feature productions.
- Addressed and overcame objections using exceptional communication skills and in-depth product knowledge.
- Developed and implemented development strategies and consistently achieved targets.
- Identified research issues and articles related to production specialty, discussed opportunities for quality improvement, and story.

Assistant to the Director/Producers Assistant

Motion Scope Entertainment | Los Angeles, CA

- Creation of content and creative layout of film decks
- Working closely with entertainment attorney's
- Talent acquisition assistance
- General data entry and administrative work
- On set management aid of various departments
- Performing daily task set by director/producer across a wide spectrum of fields
- Working to deadlines

February 2016 - November 2017

Photography Assistant

Fox Sports Los Angeles/RPB Studios | Los Angeles, CA

- Produced color or black-and-white photographs using optimal reproduction techniques and procedures.
- Compiled digital images accurately, including number required and desired product texture.
- Identified and corrected defects in prints based on thorough examinations.
- Worked with physical negatives and slides, including digitizing and correcting images.

Bar Attendant

January 2015 - December 2015

Shelbourne Hotel | Sydney, New South Wales, Australia

- Satisfied guests with prompt assistance and friendly service.
- Kept all areas clean, organized and in line with company professional standards.
- Delivered exceptional guest relations by welcoming visitors warmly and offering immediate assistance.
- Supported team with expert presentation, and customer service.

March 2010 - February 2014

Social Educator/Key Worker

Ability Options | Sydney, New South Wales, Australia

- Supported families dealing with issues such as mental health, substance abuse and social adjustment.
- Improved service plans based on progress assessments and client feedback.
- Approached and solved work problems with initiative and knowledge of social operations.
- Collaborated with team members to meet daily demands and handle challenging projects.

EDUCATION

Bachelor of Arts, University of New South Wales, Australia

2012

Diploma, ACA Sydney, New South Wales, Australia

2009