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**Objective:**

Dedicated and resourceful professional with three years of experience as a Personal Assistant and a proven track record as a Talent/Production Assistant at high-profile events. Seeking opportunities to contribute my skills, creativity, and passion to renowned production companies on a global scale.

**Experience:**

Talent/Production Assistant  
BET Stellar Awards 2023 - Las Vegas, NV  
July 2023-July 2023

- Collaborated with a dynamic production team for the BET Stella Awards, a globally recognized event celebrating gospel music excellence.
- Assisted in talent coordination, ensuring a smooth and memorable experience for artists and performers.
- Managed on-set logistics, coordinated with various departments, and provided support for smooth production operations.
- Contributed to the success of the event, working closely with renowned artists and industry professionals.

Talent/Production Assistant  
BravoCon 2023 - Las Vegas, NV  
Company: Embassy Row Productions  
Nov 2023-Nov 2023

- Played a key role in executing BravoCon 2023, a prestigious convention celebrating Bravo TV's reality and entertainment programming.
- Assisted talent and production teams in organizing and executing panel discussions, meet-and-greets, and live shows.
- Collaborated with high-profile celebrities, ensured their needs were met, and supported them during their appearances.
- Contributed to the event's seamless execution, receiving praise for dedication and adaptability.

Production Assistant  
NBA In-Season Tournament 2023 - Las Vegas, NV  
Company: Stage Call  
Dec 2023-Dec 2023

- **Pre-Game Preparation:**
  - Assist in setting up equipment, cameras, and other production gear.
  - Ensure that all necessary cables, microphones, and technical components are in working order.
  - Coordinate with the production team to address any last-minute needs or changes.
- **Assist with Crew Coordination:**
  - Collaborate with camera operators, audio technicians, and other crew members to ensure a smooth production workflow.
  - Distribute call sheets and schedules to crew members.
  - Assist in organizing and directing crew members during rehearsals or setup.
- **Court or Venue Logistics:**
  - Help set up and organize production areas, such as the control room, interview areas, and camera positions.
  - Ensure that production spaces are neat and organized for efficient operations.
- **Player and Talent Assistance:**
  - Assist in coordinating interviews with players, coaches, and other talent.
  - Help escort talent to and from designated areas, ensuring they are where they need to be for scheduled segments.
  - Provide support for on-air talent, addressing any needs they may have during the
- **Communication:**
  - Maintain clear communication with various departments, including producers, directors, and technical crews.
  - Relay important information or changes in schedule to the relevant team members.

Freelance Personal Assistant  
Fiverr  
March 2021- Present

- Provided exceptional support to a high-profile individual, managing personal and professional tasks with the utmost discretion and efficiency.
- Coordinated complex travel arrangements, itineraries, and accommodations, ensuring a seamless experience for the client.
- Managed a busy schedule, appointments, and daily activities, optimizing time and productivity.
- Handled confidential correspondence, maintained records, and assisted with financial transactions.

Skills:

- Creative
- Organized
- Talent Coordination
- Event Logistics
- Schedule Management
- Travel Coordination
- Discretion and Confidentiality
- Time Management
- Problem Solving
- Communication
- Software Proficiency (Microsoft Office, Adobe Creative Cloud, Adobe Photoshop)

Education:

Mass Communications and Media Studies  
Arizona State University- Tempe,AZ  
2024

References:

Available upon request.