

SACHA ISKRA

22-35 29th Street, New York, NY 11105 ♦ (973) 479-4436 ♦ sachaiskra@gmail.com

PRODUCTION COORDINATOR

- Accomplished and motivated candidate offering expertise supporting and leading video and media production initiatives, with experience directing logistics, office operations, on-set responsibilities, and production administration for Off-Broadway, regional, and film productions.
- Co-Founder and Producer at Coffee Ring Films, LLC, a small, independent film company. Producing credits on four short films and currently in post-production on a fifth. Writer/Director credits on an award-winning short film, *The Sound*.
- Focused expertise managing administrative, clerical, and special project functions for executive leadership in a dynamic, time-critical media and broadcast network setting; industry-specific examples include roles with Culture+Commerce, Lincoln Center for Performing Arts, and Showtime Networks.
- Skilled in managing multiple projects, budgets, and resources effectively, with experience managing large volumes of documents and materials, scheduling, talent sourcing, negotiations, and equipment procurement to support the unique needs of each production.

AREAS OF EXPERTISE

Video/Media Production • Administrative Support • Documentation Management • Office Management • Financial Management
Accounting • Talent Acquisition and Negotiations • Logistics
Project Management • Contact Management • Written and Verbal Communications Expertise

PROFESSIONAL EXPERIENCE

COFFEE RING FILMS LLC, New York, NY

(2013 to Present)

Co-Founder and Producer

Pioneered the launch of this small, independent film company, with producing credits on four short films and currently in post-production on a fifth. Writer/Director credits on an award-winning short film, *The Sound*.

- Successfully financed the production of *The Sound* through Kickstarter, which shattered expectations to reach 154% of goal.

SANDOW– Material ConneXion | Culture+Commerce– Office of the President, New York, NY

(2015 to Present)

Executive Administrative Assistant

Performs a broad and deep variety of administrative tasks and support responsibilities for the Office of the President of Material ConneXion, a global materials and innovation consultancy, as well as for Culture+Commerce, a strategic design consultancy that develops high potential design opportunities for global brands and international designers.

- Maintains the senior executive's calendar through meticulous scheduling of requested appointments: prioritizing activities and coordinating and confirming all aspects of internal and external meetings as necessary. Maintains complete accountability for multiple calendars in Microsoft Outlook, successfully coordinating complex travel arrangements on behalf of executive leadership.
- Anticipates the needs of the senior executive through comprehensive administrative support, including phone coverage, proper handling of e-mails, correspondence and files, preparing agendas, meeting materials and presentations, and processing invoices and expenses.
- Collaborates effectively with SANDOW Media, Material ConneXion and Culture+Commerce senior and support staff on special events, project management and conferences along with maintaining efficiency in day to day operations.
- Provides assistance in the coordination for high-level special projects as assigned and serves as the first line of communication for internal and external requests for senior level executives, high-profile clients and up and coming designers.

BI-JINGO!, New York, NY

(2012 to current)

Corporate Training Consultant

Lead drama-based training in the service of a diverse roster of corporate and enterprise clients that includes Goldman Sachs and National Grid.

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Key Client Engagements:

- **Leadership Foundations Initiative Program for Goldman Sachs.** Serves as a Corporate Trainer, working with members of the Investment Banking Division in New York, Salt Lake City, San Francisco and Los Angeles.
- **National Grid.** Works as a Corporate Trainer facilitating drama-based training for this British multinational electricity and gas utility company with locations in Syracuse, NY and Waltham, MA.

DAYBREAK STAFFING, New York, NY

(2014 to 2015)

Debra Force Fine Art, Administrative Assistant to the Gallery President and Director

- Anticipated needs of gallery president and director through comprehensive administrative support, including phone coverage, proper handling of e-mails, correspondence and files, preparing agendas, meeting materials and presentations, and processing invoices.
- Collaborated with the president's gallery director and art handler, in preparation for the gallery's winter show opening.
- Provided assistance in the coordination for special projects and programs as assigned, including off-site client tour meetings and events.

Lincoln Center for Performing Arts, Administrative Assistant – Office of the President

Fulfilled a critical role performing a broad and deep variety of administrative tasks and support responsibilities for the Office of the President of Lincoln Center for the Performing Arts, the world's leading presenter of superb artistic programming, national leader in arts and education and community relations, and manager of the Lincoln Center campus.

- Maintained senior executive's calendar through meticulous scheduling of requested appointments: prioritizing activities, coordinating and confirming all aspects of internal and external meetings as necessary.
- Anticipated needs of the senior executive through comprehensive administrative support, including phone coverage, proper handling of e-mails, correspondence and files, preparing agendas, meeting materials and presentations, and processing invoices and expenses
- Collaborated effectively with the president's Executive Assistant and Coordinator, Special Projects, to drive continuous improvement in productivity, and operational effectiveness.
- Provided assistance in the coordination for a variety of high-level special projects and programs as assigned and served as the first line of communication for internal and external requests for senior level executives.

PRIOR WORK HISTORY

Administrative Assistant – Human Resources, SHOWTIME NETWORKS via Merlin Associates (2014-2014)

Actor, MULTIPLE OFF BROADWAY, REGIONAL THEATER, FILM PRODUCTIONS (2009 to 2014)

Executive Administrative Assistant, HEALTH ENTERPRISE PARTNERS, New York, NY (2007 to 2009)

Actor, REGIONAL THEATER AND TOURING PRODUCTIONS (2001 to 2007)

EDUCATION

- **Rutgers University**, New Brunswick, NJ
Bachelor of Arts Degree in Vocal Pedagogy and Literature

COMMUNITY ACTIVITY & TECHNICAL EXPERTISE

- Martial artist at Shaolin Kung Fu Training Center and NY Aikikai
- Fluent in Filipino
- New York Road Runners Club – Team ASPCA runner
- Advanced proficiency with Microsoft Office and Mac OS X, proficient with ArtSystems and Adobe Premiere