

## **Sienna Szustak**

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Focused, exceptionally organized production assistant with 5+ years experience working in fast-paced team environments. Eager to bring dedicated support to your team with honed communication skills, administrative proficiency, and an unmatched passion for both scripted and unscripted projects.

### **Education**

#### **Columbia College Chicago, Chicago, IL., Expected May 2023**

- BFA in Television Executive Producing and Entrepreneurship
  - Dean's List 2019, 2020
  - Honors Program participant

### **Skills and Technical Expertise**

- Administrative: Research, professional writing, inventory, organization
- Communications: Customer service, marketing strategy, conflict resolution, teamwork
- Technical skills: Microsoft Office Suite, Adobe Premiere, Mac and Windows OS, G Suite
- Event planning: Leading meetings, delegation, managing labor costs, time management

### **Projects**

#### **Pulling the Thread: Kyndal Gennings, Columbia College Chicago, 09/19 - 10/19**

- Produced, edited, and directed an unscripted doc-style profile of a fashion merchandising student, exploring the narrative relationships between her craft, her family, and her identity
- Composed call sheets and scheduled production, operating within strict course parameters

### **Internship Experience**

#### **Production Intern, Picture North, 03/20 - 05/20**

- Assisted executive producers in coordinating production materials and scouting locations for both commercial and narrative projects
- Provided administrative support by arranging, cleaning, and maintaining the office
- Curated company relationships with freelance crew members and other production houses

#### **Art Director, Out Boulder, 02/15 - 04/15, 02/16 - 04/16**

- Spearheaded a team to create the premiere Boulder County LGBTQ Youth Dance
  - Returned year two and increased event attendance by 115%
- Organized volunteers and designed all decor, atmosphere, and entertainment elements
- Created and adhered to a strict budget and project schedule alongside the Project Director

### **Professional Background**

#### **Closing Server, Various, 04/18 - 08/20**

- Promoted sales and served as the front-line of contact for guest interactions
- Trained new hires on workflow process, oversaw side work, and assisted with closing paperwork

#### **Dog Groomer, Blackpaw, 04/17 - 08/20**

- Groomed dogs of all breeds and sizes, specializing in fearful, aggressive, and special needs dogs
- Maintained clean workstations and adhered to PACFA safety standards
- Kept to a rigorous appointment schedule while communicating thoroughly with pet parents

#### **CEC Entertainment, 04/17 - 10/18**

- Served as a cashier, kitchen staff, party coordinator, and game attendant
- Developed new hires for all above positions, working with management to ensure productivity
- Supervised kids of all ages with a focus on maintaining a safe, fun, and clean environment