

# SYDNEY POSLIFF

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## HIGHLIGHTS OF QUALIFICATIONS

- A detail-oriented self-starter with a strong interest in pursuing a career in film production
- Graduated with distinction from top-ranked film production program in Canada, knowledgeable in all aspects of filmmaking from development to post-production
- Highly computer literate and proficient in Microsoft Office Suite and Adobe Creative Cloud
- Three years of experience in assistant directing, production coordinating, directors assistant and directing short form projects
- Keenly organized and skilled at task prioritization and multitasking, as demonstrated through employment in customer service, freelancing, and film production

## EDUCATION

**Bachelor of Fine Arts in Image Arts: Film Studies with Distinction | 2020 | Ryerson University**

Relevant Skills:

- Compose and distribute call sheets, deal memos, and production schedules
- Arrange ACTRA contracts, location permits and production schedules
- Manage and organize meetings with the production team from pre to post-production
- Arranged and managed casting auditions

## KEY RELATED EXPERIENCE

**Directors Assistant | Blumhouse Productions & Universal Studios | *Firestarter* | March 2021 - July 2021**

- Personal Assistant to Director Keith Thomas
- Arranged meetings, organized directors schedule, point of contact for production needs
- Sounding board and confidant to the Director from development to post-production
- Assisted Director in researching and following up with action on matters which fall within the Director's responsibility – chasing responses, triggering follow-up action.

**Production Coordinator | Blue Hour Productions Inc. | *Academic Honors* | June 2020 - March 2021**

- Managed and was the point of contact for the production team both on set and in pre-production
- Organized shooting schedules, cast/crew lists, script revisions and implemented task management
- Ensured the efficient serving of craft and catered lunch while maintaining necessary COVID-19 safety protocols

**Production Multimedia Specialist | SunLife Financial | Casual Worker | May 2019 - Present Day**

- Create and develop video content for social channels and internal distribution
- Point of contact between media team and design management for strategy research and publishment
- Key creative from the development stage to final product

## ADDITIONAL INDUSTRY EXPERIENCE

**Director | Entropic - Narrative Short | Bridgewater Productions | October 2021 - Present Day**

**Director | Swing in Time - Musical Short | Hitboard Productions | November 2020 - 2022**

**2nd Assistant Director | The Art and Craft of Smile - Narrative Short | Silent Tower Inc. | December 2021**

## ACHIEVEMENTS

**Ryerson Communication and Design Society Grant Recipient | 2020**

**International Toronto Women's Film Festival Selection | 2022**

**Canada & International Short Film Festival Award Winner | 2018**

**National Film Festival for Talented Youth Official Selection | 2019**