

# SLOANE POLISNER

## CONTACT INFO

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**Address** 320 Birchwood Ave, Deerfield IL, 60015

## EDUCATION

**Western Michigan University, 2017-2018**

BFA Acting

**Illinois Wesleyan University, 2018-2021**

BFA Acting, Film and Business double minor

## SUMMARY

Motivated, detail oriented, and passionate team member able to learn and adapt to multiple production roles. Excellent time management skills and speed without sacrificing quality. Collaborative team member who works well with challenging deadlines and in high stress environments. Background in videography, photography, social media, post production editing, stage managing, and as an executive assistant.

## EXPERIENCE

### ILLINOIS WESLEYAN UNIVERSITY

#### **Associate Publicity Coordinator, August 2019-May 2021**

- Designed and created marketing and publicity materials for promoting the seasons shows and events, as well as creating the playbills for the seasons shows.
- Head of Box Office team; placing and distributing ticket orders to patrons (online and in person), problem solving if problems with ticket orders or unhappy customers arise.

### THE ROCK AGENCY

#### **Personal Assistant to Laura Alexander & Head of the Baby Division, May 2019-August 2019**

- Designed and created marketing posts for various social media platforms, including scouting new talent and publicizing the work our clients were booking.
- Answered phones and emails, sent out audition notices, worked through any concerns or problems that arose about getting to a shoot location or questions that our clients or their parents might have.
- Worked closely with talent agent Laura Alexander on projects and scoutings. Tended to office needs, being on call, answering questions from parents and talent, problem solving.

### DREAMSCAPE CINEMA

#### **Production Assistant, June 2019-August 2019**

- Helped prepare the set with lights, props, and equipment. Assisted costume and makeup designers with various projects, as well as printing and distributing script changes and daily call sheets.
- Escorted actors to and from set, coordinated extras, conducted crowd control, undertook errands as assigned.

## SKILLS

Microsoft Office & Excel Trained, Social Media Savy, Adaptability & Flexibility, Organization, Timeliness, Open Minded, Attention to Detail, Collaboration & Teamwork, Communication, Creativity & Innovation, Independence, Interpersonal Skills, Leadership & Management, Excellent with editing programs such as Davinci Resolve, iMovie, and Final Cut Pro.