

Sophie Kullman

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WORK EXPERIENCE

ASSISTANT MANAGER – PEOPLE CONSULTANT

September 2021 – Present

Ernst & Young | New York, NY

- Coordinated cross-functional teams of writers, designers, and programmers, managing multiple overlapping project timelines and ensuring seamless scheduling and delivery of dynamic learning solutions
- Fostered strong relationships with executive client leaders, serving as a dependable liaison to translate business needs into custom learning materials
- Rapidly upskilled on complex technical subject matter for each client engagement to support diverse project needs
- Scripted and built 35+ interactive digital learning courses across industries including risk management, cybersecurity, system implementation, knowledge organization, financial crimes, and supply chain management
- Developed training for a \$30 million supply chain system rollout, boosting user proficiency and system adoption

FIRST ASSISTANT DIRECTOR

March 2024 – July 2024

Rahimi Productions | Web Series - *The Virgin Queen* | Chicago, IL

- Created shooting schedules, ensuring efficient use of time and resources, while accommodating and coordinating 25+ additional full time work schedules
- Generated and distributed call sheets that outline daily shooting schedule, call times, locations, and scenes to be filmed
- Oversaw day-to-day operations on set, including cast and crew management, and ensured adherence to deadlines

FIRST ASSISTANT DIRECTOR

July 2021 – August 2021

Graham House Productions | Feature Film - *Always, Lola* | Oxford, OH

- Served as a primary point of contact between the director, production team, cast, and crew
- Executed PA and small crew duties, assisting with camera, grip and electric, sound, and production design
- Managed director notes, orchestrated cast transportation, and oversaw prop coordination as part of production duties
- Assisted in post-production activities, such as reviewing footage, providing feedback on cuts, and ensuring continuity

FIRST ASSISTANT DIRECTOR

January 2021 – May 2021

Capstone Pictures | Short Film - *The First Look* | Oxford, OH

- Directed daily production activities and facilitated coordination among all departments to ensure efficient workflow
- Identified and proactively resolved production complications, such as scheduling conflicts, or equipment malfunctions
- Partnered with the AD team to optimize the shooting schedule, coordinate call sheets, and execute the director's vision

LEADERSHIP EXPERIENCE

PRESIDENT | SKETCH WRITING AND ACTING GROUP | MIAMI UNIVERSITY

August 2019 – August 2021

- Directed rehearsals, scheduled performances, organized recruitment and marketing strategies, and led 15+ members in weekly writer's workshop meetings

RISK MANAGER | CHI OMEGA | MIAMI UNIVERSITY

August 2019 – August 2020

- Educated 250 members on rules and policies, enforced code of ethics, and carefully handled confidential information

MARKETING CHAIR | MIAMI UNIVERSITY STUDENT FOUNDATION

August 2019 – August 2020

- Established a cohesive brand, designed marketing and promotional material, and ran social media accounts

SKILLS

Organization, Communication, Time Management, Conflict Resolution, Assistant Directing, Detail-Oriented, Decision Making, Consulting, Training, Technical and Creative Writing, Movie Magic Scheduling, Screenwriting, Final Draft, Adobe Premiere Pro, Microsoft Office 365, Articulate 360

EDUCATION

MIAMI UNIVERSITY | OXFORD, OH

Graduated: 2021

Bachelor of Arts in Strategic Communications, Creative Writing, and Media & Culture
Summa Cum Laude