

Sara Anderson

Melbourne, VIC 3089
0403 265 914
saraanderson88@hotmail.com

EMPLOYMENT HISTORY

Casual Unit Manager – Network Ten

Ongoing

- Coordinating internal studio and camera hire for use in pre-recorded and live interviews for broadcast news show, 'The Project'
- Connecting requests from 'The Project' with Network 10 and ensuring communication across divisions is adequate with accurate information exchanged.
- Regular communication with freelance broadcast camera operators across Australia and freelancers/companies/studios internationally, to organise jobs both technically and logistically.
- Coordinating specific zoom meetings for national and international press junket interviews.

Sales Assistant – Future Students Team, La Trobe University

Ongoing

- Efficiently handled a high influx of inbound calls and emails providing advice on available courses, course pathways and current applications
- Accurately and consistently filed cases with detailed notes on over 95% of calls and emails handled
- Cross-communicated with members of other teams for regular updates on changing information
- Contacted prospective domestic and international students through outbound calls and emails to determine whether they required any assistance accepting offers and provided help when necessary
- Advised prospective students on case-specific details in relation to their individual application

Photographer/Videographer, En Pointe Productions

Ongoing

- Combining knowledge of dance and film and TV production to capture technically correct and captivating images and videos of live dance performances, competitions, shows etc.

Sales Assistant, Adairs Northland

November 2021 – August 2022

- Provided hands-on assistance to customers, assessing needs, and maintaining current knowledge of consumer preferences
- Consistently met company's high KPI's relating to both sales and customer service/feedback
- Managed the handling of high quantities of stock on a regular basis
- Strong ability to work autonomously without supervision and use initiative

Front End Associate, Sculli Bros Greensborough

November 2017 – November 2021

- Developed customer service skills by interacting with 200+ customers weekly
- Coordinated the ordering and presentation of goods requiring attention to detail
- Collaborated with a team to manage a juice and fruit platter bar – making juices, platters, and snack packs for 50+ customers daily and meeting high customer demands in busy periods (150+ customers/day)
- Ensured safety measures and guidelines for food associated areas reached 100% cleanliness at the end of shifts, including meeting COVID-19 infection prevention regulations

FILM & COMMERCIAL WORK

SEEK – Experience

2024

Television/Online Commercial | Runner
Production Company: QUBE Productions

Residence (2025)

2023

Feature Film | 2nd AD | Breeding Ground Productions
1st AD: James Dierickx

LICENCES AND CERTIFICATIONS

Remote Pilot Licence (RePL)

- Completed 'Drone License' <25kg through Suas Rov
- Includes Aeronautical Radio Operator Certificate (AROC) from the Civil Aviation Safety Authority (CASA)

ARRI Certified Training for Camera Systems

- Completed through Swinburne 'Certified ARRI Film School'
- Covers Amira, Alexa 35, LF, and mini

Full Driver's License (Victoria)

Working With Children's Check (Victoria)

EDUCATION

Swinburne University of Technology, Hawthorn

March 2021 – December 2024

- Accepted with Vice Chancellor's Excellence scholarship
- Bachelor of Film and TV (Honours)

Our Lady of Mercy College, Heidelberg

February 2015 - December 2020

- Achieved ATAR of 96.60
- Dux of year 12 Media with 48 Study Score in 2020
- Academic Excellence Award for English Language in 2019
- Achieved Study Score of 39 in Biology – top 11% of the state
- Selected by the College to return in 2021 to present personal experiences and advice based on my VCE journey to the 2021 year-12 cohort

Melbourne Dance Theatre, Bundoora

February 2007 - December 2020

- Completion of VCE/VET Dance Cert II
- Member of competition troupe program for 10 years
- Demonstrated extreme commitment to the team through attending extra rehearsals, performances, and competitions
- Able to lead a group as well as follow instructions closely with an attention to details

LIFE EXPERIENCE

University Exchange Program

September 2022 – February 2023

- Lived and studied overseas in Germany for 6 ½ months independently
- Interacted with people from varying cultures on a regular basis
- Quickly learned to navigate new spaces and overcome unexpected challenges that arise when based internationally

St Pius X Primary School

April 2017 - June 2017

- Community work with all students aged 6-12
- Mentored one-on-one with students who needed extra guidance

The Edge Performers School

February 2015 - December 2016

- Trained students in classes aged 5-10
- Developed communication skills with children in groups of 15+

SKILLS

- Attention to Detail
- Excellent written, verbal and interpersonal skills
- Ability to multitask and manage time efficiently
- Organised and efficient
- Strong Work Ethic
- Very fast and eager learner
- Calm under pressure

REFERENCES

Ms. Navneet Bains
La Trobe University Bundoora
Manager

Mr. Ewan Burnett
Swinburne University of Technology
Department of Film and Animation Lecturer

Contacts available upon request