

# Negin Sedaghat

4 Daly Ave, Wayne NJ, 07470 | 973-934-8423 | Sedaghatneg@gmail.com

## Experience

### PARAMOUNT | NICKELODEON | SEPTEMBER 2020 – AUGUST 2024

- **Post Project Manager**
  - Created and oversaw the post budget.
  - Responsible for organizing, submitting, and monitoring freelance paperwork (Non-Union and Union) time sheets and deal memos.
  - Handled expenses and cost reports in Concur
  - Helped license footage and music.
  - Negotiated SOWs/bids with external vendors and approved contracts.
  - Nick Marketing Culture Committee member, where we strived to build a positive work culture, so all colleagues feel seen and heard.

### VIACOMCBS | VIACOM VELOCITY | JULY 2019 – APRIL 2020

- **Administrative Assistant to the SVP of Creative and Production, The VP of Creative Production / Team PA**
  - Kept track of VP's calendars
  - Responsible for organizing, submitting, and monitoring freelance paperwork (Non-Union and Union) time sheets and deal memos
  - Managed location agreements, talent appearance releases, and insurance forms
  - Booked travel and transportation for production teams
  - Handled expenses and cost reports in Concur
  - Assisted with production runs
  - Supported Director, Manager, and Coordinator throughout pre-production, production, and post-production process

### WELCOME CHANGE PRODUCTIONS | JANUARY 2019 – APRIL 2019

- **Administrative Assistant**
  - Worked directly with Academy Award nominated director Alice Elliott
  - Wrote and scheduled sales emails, monthly and seasonal newsletters, invitations, and promo materials
  - Data-mined and researched possible clients in the disability rights communities and organized sales data
  - Edited audio descriptions

### INVENTEL PRODUCTS, LLC | NOVEMBER 2017 – MARCH 2019

- **Office and Set Production Assistant**
  - Set up and broke down equipment
  - Distributed paperwork
  - Transported cast to and from set
  - Lock-ups
  - Set background
  - Prepped sides
  - Production related research

### SNÆLAND | FEATURE FILM | ICELAND | JUNE 2018 – JULY 2018

- **Producer and Assistant Director**
  - Secured locations, created the schedule, and prepared callsheets
  - Collaborated with director to create and oversee the budget
  - Handled paperwork and negotiated rates

## Short Film Experience

### PRODUCER

- Dependent Living, Directed by Will Freeman
- Earth 2.0, Directed by Richard Ormsby
- Jonas, Directed by Annie Drew
- Stripped, Directed by Sammi Dowd
- Lipstick, Directed by Melanie St. Clair
- Leviathans, Directed by Nick Burns

### PRODUCTION MANAGER

- The Greats, Directed by Alexa Werrlein
- Family Portrait, Directed by Shannen Siramarco
- Grease Monkey, Directed by Gerhard Patterson
- Honest Work, Directed by Rocio Mendieta

## Skills & Abilities

- COVID-19 Compliance Officer
- Concur
- S/Mart
- ShowBiz
- ShowMgr
- SAP
- Microsoft Office
- Movie Magic Scheduling
- Adobe Premiere Pro
- Adobe After Effects
- Adobe Lightroom
- Avid Media Composer
- Airtable
- Slack
- Google Drive

## Education

MONTCLAIR STATE UNIVERSITY | BFA FILMMAKING | SEPTEMBER 2014 – MAY 2018