

SAMMI CAINS

TAD QUILL – OVERALL AT CBS STUDIOS

WRITER'S ASSISTANT (June 2018 – Present)

Showrunner of NBC's *Bent*, CBS's *Angel from Hell*. Schedule meetings and pitches, proof treatments and scripts, conduct script research, pick up lunch, etc.

THE DANGEROUS BOOK FOR BOYS -- SEASON 1

SHOWRUNNER'S ASSISTANT / WRITERS' ASSISTANT / SCRIPT COORDINATOR (May – November 2017)

- Showrunner's Assistant responsibilities: Michael Glouberman's calendar, scheduling calls and meetings, taking word-for-word notes on calls/meetings, Recurring Character Fee Memos, proofreading story areas, outlines, and scripts before distro
- Writers' Assistant responsibilities: Taking notes in the room during story breaking and working in script during rewrites
- Script Coordinator responsibilities: proofreading and script distro, maintaining writers' room files, submitting payment paperwork

TED GRIFFIN

WRITER'S ASSISTANT (January 2018 – Present)

Screenwriter of *Ocean's Eleven*, Showrunner of FX's *Terriers*, Co-Producer of *The Wolf of Wall Street*. Proofread and discuss developing scripts on an ongoing basis, as needed.

UNTITLED PAUL FEIG/KIM ROSENSTOCK PROJECT (GIRLS CODE) – PILOT

PRODUCER'S ASSISTANT (March – April 2018)

Support Producer and Executive Producers. Schedule and coordinate meetings, answer phones, schedule and coordinate department head interviews, proofread drafts for distro.

BLACK MONDAY (fka BALL STREET) – PILOT

OFFICE PA (January – March 2018)

Support the POC and APOC - answer phones, stock break rooms, handle lunch, distribute scripts and production paperwork

SONY PICTURES TELEVISION

PILOT SEASON OFFICE ASSISTANT (February – May 2017)

Assist the office of Jon Spector, SVP Comedy TV Production, and Julia Sacco (Manager). Print call sheets, production reports, crew lists, and scripts as needed. Answer phones. Coordinate tone meetings and table reads for pilots (order catering, send memos, prepare scripts). Assemble Sony contact lists and production schedules for shows as needed.

CAREERBUILDER.COM

WRITER / PRODUCER (December 2014 – December 2016)

Wrote and produced 100+ pieces of branded content and broadcast commercials for Careerbuilder.com.

EDUCATION

Ball State University, Muncie, Indiana, B.F.A. in Acting, May 2011
Upright Citizens Brigade, NY certificate of completion

FELLOWSHIPS/RECOGNITION

Finalist for the 2017 Sundance New Voices Lab.
Semi-finalist for the 2018 Cinestory TV/Digital Fellowship.
Named top 15% of script submissions to the 2018 NYTVF Scripts Competition.
Producer of Official Selection for the 2016 NYTVF Independent Pilot Competition.

SKILLS AND BACKGROUND

84 wpm typing, PC and Mac proficient, Final Draft, Microsoft Word, Excel, Powerpoint, Outlook, Google Apps (gmail, calendar, docs, sheets), Filemaker Pro, Final Cut Pro. Proactive, excellent proofreading and grammar, always calm and efficient, amiable, and positive attitude. Already know the shorthand of the television world.

Professional dog petter, seasoned closet re-organizer, lover of cured meats, cheeses, Italian reds, and to-do lists.