

# SAMMI CAINS

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## **THEM: COVENANT – SEASON 1**

SCRIPT COORDINATOR (May 2019 – Present)

Script and outline distribution, proofreading, track storylines, maintain writers' room files, submit payment paperwork, resolve clearance issues

## **TAD QUILL – OVERALL AT CBS STUDIOS**

WRITER'S ASSISTANT (June 2018 – May 2019)

Showrunner of NBC's *Bent*, CBS's *Angel from Hell*. Schedule meetings and pitches, proof treatments and scripts, take notes on calls, 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, schedule calls and meetings, take word-for-word notes on calls/meetings, Recurring Character Fee Memos, proofread story areas, outlines, and scripts before distro
- Writers' Assistant responsibilities: Take notes in the room during story breaking and work in script during rewrites
- Script Coordinator responsibilities: proofreading and script distro, maintain writers' room files, submit 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). Answer phones. Coordinate tone meetings and table reads for pilots.

## **CAREERBUILDER.COM**

WRITER / PRODUCER (December 2014 – December 2016)

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

## **EDUCATION**

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Ball State University, Muncie, Indiana, B.F.A. in Acting, May 2011

Upright Citizens Brigade, NY certificate of completion

## **FELLOWSHIPS/RECOGNITION**

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Second round selection for the 2019 Sundance Episodic Lab & 2017 Sundance New Voices Lab.

Quarterfinalist for the 2019 ScreenCraft Screenwriting Fellowship.

Semifinalist 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**

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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.