

Sara Howie

HELLO@SARAANDCOMPANY.CA - 647.883.9392 - SARAANDCOMPANY.CA

EXPERIENCE

SECOND ASSISTANT ACCOUNTANT 2015 - PRESENT

Currently working as a second assistant accountant on *Killjoys - Season 3*. Has worked in accounts payable, petty cash and payroll for both major American networks and Canadian productions. Has also worked as a tracker and coordinator for the set decoration department.

JUNIOR RESEARCH FELLOW BROKEN CITY LAB - 2011-PRESENT

Works as a Research Fellow in the artist collective Broken City Lab. Assisted in various projects, residencies, and conferences, as well as directing independent projects and workshops. Worked with other research fellows in fulfilling grant requirements both in a gallery setting and beyond.

FREELANCE GRAPHIC DESIGN 2004 - PRESENT

Works between Windsor and Toronto, designing projects for both print and web. Has created a variety of content from pamphlets to business cards to entire websites.

GALLERY ASSISTANT HUNTCLUB - 05.14 - 10.14

Worked at Huntclub studio space in Toronto helping putting up gallery shows, running openings, handling finances, press releases, and other various personal assistant duties.

ARTS EDITOR THE LANCE - 09.12 - 02.13

Worked at the University of Windsor's student newspaper as the arts editor. Was responsible for print layout including any photography and illustrations in the arts section. Wrote and edited a variety of articles that included interviews with a diverse range of musicians, artists, and cultural fellows located in Windsor and beyond.

EDUCATION

DIRECTOR'S GUILD OF CANADA, MARCH 2015

Attended all GAP training classes necessary to work as a trainee assistant accountant. Is a full DGC member.

UNIVERSITY OF WINDSOR, 2011- 2014

Attended the University of Windsor in the bachelor's in fine arts program.

WALKERVILLE COLLEGIATE INSTITUTE, 2006-2010

Graduated in specialty arts program at the top of class and as valedictorian.

SKILLS

DESIGN

Adobe Photoshop, InDesign and Illustrator, Final Cut Pro, photography, logos and branding, layouts for print and web, Wordpress. Able to multitask & work within a tight deadline.

ACCOUNTING

Entertainment Partners: Vista 5, Global Vista, EPOL, and cash handling.

MISC

Competent on both Mac and PC platforms including iWorks & Microsoft Office. Journalism and writing skills, proficient in editing, employee management.

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CIRRICULUM VITAE

KILLJOYS - SEASON 3
TV SERIES 2016-2017

2nd Assistant Accountant - Accounts Payable

TAKEN - THE SERIES
TV SERIES 2016

3rd Assistant Accountant - Payroll

THE STRAIN - SEASON 3
TV SERIES 2015 - 2016

Tracker & Coordinator - Set Decoration

HEROES REBORN
TV SERIES 2015

3rd Assistant Accountant - Accounts Payable

MINORITY REPORT
TV PILOT 2015

Trainee Assistant Accountant - Payroll