

CALI SANSOM

PROFESSIONAL SUMMARY

With 10 years of experience in the film industry, I have developed a versatile skill set across various fast-paced roles. Starting my career in a prop hire company, I gained foundational knowledge in production logistics before transitioning to the role of petty cash buyer for the set decoration department. In this high-pressure environment, I successfully managed tight budgets and deadlines. My responsibilities later expanded to Assistant Buyer, where I focused on purchasing high-budget items for film sets, organizing collections, and managing purchase orders.

I am a positive team player with strong communication, organizational, and time management skills. Known for my ability to efficiently handle multiple projects under pressure, I am also skilled in creative problem-solving and adapting to new challenges. Recently relocated to Australia to be closer to family, I am now excited to bring my experience to a new industry and further explore opportunities.

WORK HISTORY

Server, 11/2024 - Current Swagmans Pies, Nambour

- Served food and beverages promptly with focused attention to customer needs.
- Demonstrated strong multitasking skills by managing multiple tables simultaneously without compromising service quality.
- Supported colleagues during peak hours, fostering a collaborative work environment that enhanced overall productivity levels.
- Maintained a clean and orderly dining area for an enjoyable guest experience.
- Handled cash transactions accurately, contributing to balanced daily financial reports.

Freelance Assistant Prop Buyer, 02/2024 - 10/2024 Universal Pictures- Jurassic Rebirth, London, UK

- Maintained complete documentation and records of all purchasing activities.
- Developed strong rapport with suppliers through effective communication.
- Assisted in preparing purchase orders and monitoring order statuses to ensure on-time delivery.
- Coordinated with finance department to reconcile invoices and payments, streamlining procurement cycle.
- Reviewed legal documents such as contracts and non-disclosure agreements to ensure compliance with company policies.

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LINKS

- <https://www.imdb.com/name/nm11007021/>

SKILLS

- Strong work ethic
- Task prioritization
- Exceptional customer service
- Team collaboration
- Creativity and innovation
- Problem-solving capacity
- Global sourcing experience
- Bank reconciliation
- Invoice processing
- Cash flow management

Accounts Assistant, 11/2022 - 11/2023**HBO- House of the Dragon S2, London, UK**

- Assisted in the preparation of accurate financial reports for senior management decision making.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Reduced errors in data entry by implementing a system of double-checking and cross-referencing information.
- Performed administrative and clerical duties such as word processing, data entry, faxing and copying.
- Improved cash flow management by monitoring accounts receivable and following up on overdue invoices.
- Processed credit card payments and reconciled credit card statements for accuracy in accounting process.

Freelance Assistant Prop Buyer, 02/2022 - 09/2022**Universal Pictures- Fast X, London, UK**

- Computed and created purchase orders to monitor stock levels, verify purchase requisitions and expedite customer orders. Using DPO system.
- Overlooked all purchases for Set Decoration Dept, including inputting costs into budget for weekly submitting.
- Organised large quantities of purchase collections & drop offs to studio.

Freelance Petty Cash Buyer, 03/2020 - 07/2020**Warner Bros. Television- Ted Lasso S1, London, UK**

- Worked well in small team, completing day to day purchases.
- Managed cash float, retaining & submitting receipts for reimbursement & budget submitting.

EDUCATION

BTEC L3 Extended Diploma in Performing Arts, Acting, 06/2015**Hammersmith College - London, UK****High School Diploma, 06/2014****Acton High School - Acton, London UK**