

Cindy Sakumoto

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Accomplished Administrative professional with more than 11 years of experience across multiple industries assisting and supporting leadership with critical activities, driving special projects, and managing multiple stakeholders. Trusted advisor to management and commended for customer service and organizational skills. Have held multiple full-time positions concurrently and am seeking employment due to COVID-related layoffs.

Professional Experience

Theatrical Wardrobe Union (Local 768) | Los Angeles, CA **Theatre Costume Assistant | September 2006 – March 2022**

- Worked directly with leadership to understand needs, develop action plans, and execute plans to ensure the success of multiple concurrent performances and productions.
- Managed the process of creating, preparing, and maintaining all critical production items, by developing and keeping an organized inventory of materials and communicating any additional needs to leadership.
- Leveraged strong attention to detail, customer service and problem-solving skills to understand production requirements, develop and implement solutions in a timely manner that effectively managed stakeholder expectations.
- Interacted with multiple associate groups and effectively managed expectations utilizing strong interpersonal communication to ensure delivery of production needs in an efficient manner.

Netflix (“Hollywood”, Drama Miniseries) | Los Angeles, CA **Production Assistant | October 2019 - November 2019**

- Successfully managed daily needs for lead team members, including management and all parts of the costume production staff, by utilizing customer service skills to facilitate.
- Collected required items, delivered, and organized into actionable plans to assist management with accomplishing key activities to ensure the success of the costume production crew in a timely manner.
- Maintained key parts of the costume department by utilizing strong organizational skills and problem-solving skills to diagnose and resolve potential problems.
- Escort talent to costume fittings. Clean and re-stock kitchen.

Pasadena Jewish Temple | Pasadena, CA **Temple Assistant | September 2017 - September 2017**

- Directed parts of services, including ensuring parishioners efficiently and effectively were able to enter and exit premises, by utilizing strong organizational skills and ability to quickly identify solutions.
- Provided and assisted in managing services provided to ensure the successful completion of weekly services and all associated tasks and activities.
- Utilized interpersonal skills in interactions with parishioners to understand and direct questions, comments, and concerns to the proper management personnel.

Additional Experience

Bonterra Consulting | Administrative Assistant

- Managed all aspects of incoming and outgoing communications, including e-mail, multiple phone lines, fax, scanning, and traditional mail, that ensured the effective direction of communications to the proper stakeholders. Assisted in proofreading reports.

Core Competencies

Organizational, Interpersonal, Customer Service, Problem Solving, Detail Oriented, Communication, Multi-Tasking, Driven self-starter, Software comprehension (Word, Excel, PowerPoint, and Final Draft).

Education/Certifications

Bachelor of Arts in Theatre and Dance, University of Hawaii at Manoa