

SIERRA LEONE LAWSON



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Philadelphia, PA

Creative Content Executer with 3+ years of experience bridging production logistics and creative development across film, television, and digital media. Proven ability to manage fast-paced productions from concept through execution while supporting storytelling, talent coordination, and cross-functional collaboration. Adept at translating creative vision into organized, efficient, and high-quality deliverables

WORK EXPERIENCE

Production Coordinator

Framework Studio | 2022 – 2026

- Managed end-to-end production logistics across multiple projects, including scheduling, call sheets, crew coordination, and vendor management
- Partnered with creative and production teams to ensure alignment between vision and execution across all stages of production
- Oversaw production documentation including permits, talent agreements, insurance, and payroll, ensuring compliance and organization

Set Production Assistant

9-1-1: Lone Star | 2022

- Distributed and managed daily call sheets for cast and crew, ensuring clear and timely communication across departments
- Coordinated with Assistant Directors to track 1st Team movements and maintain on-set efficiency
- Supported production operations through runs, craft services assistance, and supply coordination

Freelance Podcast Writer / Researcher

Parcast / Spotify | 2021 – 2022

- Developed scripted podcast content, conducting research and shaping narrative structure for episodic storytelling
- Collaborated with producers and editors to refine scripts and align tone with brand voice
- Contributed to story ideation and content development across multiple series

TV Development Intern

Blumhouse Productions | 2021

- Selected for competitive fellowship focused on film development and storytelling
- Participated in workshops covering script development, pitching, and creative production processes
- Collaborated with peers and mentors to develop original concepts

EDUCATION

2019-2021

Savannah College of Art & Design

Master of Fine Arts - Dramatic Writing

2012-2016

University of Houston

Bachelor of Arts - English Literature

SKILLS

- Workflow Optimization
- Production Coordination & Logistics
- Call Sheet & Scheduling Management
- Vendor & Permit Management
- Budget Tracking
- Asset Tracking & Documentation
- Run of Show Execution
- Pitch Deck Support
- Talent and Talent Team Coordination
- Google Suite/Workspace
- Adobe Creative Suite
- Final Draft
- Microsoft Teams
- Slack
- Canva
- Prezi