

# SABIA FADEN

## CONTACT

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912-414-7591

www.sabiafaden.com

## About Me

Dynamic and motivated video editing professional with a strong foundation in customer service and leadership. Known for excellent interpersonal communication and a keen eye for storytelling, seeking to leverage a background in hospitality to bring a fresh, customer-centric perspective to creative projects. Skilled in project management, proactive problem-solving, and crafting engaging visual narratives that connect with audiences and drive results.

## Education

International School of  
the Sacred Heart

2013-2018

Tokyo, Japan

- Honors: Academic Honors

Savannah College of Art  
and Design

2018-2023

Bachelor of Fine Arts in Film

- Honors: Summa Cum Laude

## Expertise

Management Skills

Creative Problem Solving

Communication Skills

Digital Marketing

Film Production & Editing

## WORK EXPERIENCE

### FRONT OFFICE MANAGER

Hotel Bardo II Savannah, GA

FEB2024-  
OCT2024

- Managing a team of personnel, providing outstanding services to ensure guests' satisfaction, and addressing concerns and complaints promptly and professionally.
- Coordinated and optimized back-end processes for hotel operations, including room allocations, guest profiles, and financial transactions.
- Welcoming guests, checking guests in and out of their rooms, responding to phone calls and reservations, responsible for guests' satisfaction in conjunction with other hotel staff, and updating hotel records of payment and bookings.

### ASSIST. FRONT OFFICE MANAGER

FRONT DESK SUPERVISOR NOV-JUN2023  
FRONT DESK AGENT JAN-NOV2022

JUN 2023-  
FEB 2024

Marriott Savannah Riverfront II Savannah, GA

### PRODUCTION ASSISTANT

AUG-DEC 2021

Hulu's *The Girl from Plainville*, NBC Universal

- Managing background actors under the Assistant Directors department, aiding crew members on set, and enforcing covid compliance protocols on set.

### MARKETING ASSISTANT

JUN 2020- JAN 2021

3D Printing Corporation II Kanagawa, Japan

- Working closely with the marketing team, interviewing clients, and creating video content to help promote the company and share client success stories.

## Skills

- Japanese (native)
- English (native)
- FSPMS (advanced)
- OPERA (advanced)
- Basic Python 3 (beginner)
- Adobe Premier
- Avid
- Adobe After Effects
- Davinci Resolve
- Final Draft

## Reference

### Ryan Davis II Leftlane

VP | Revenue Strategy & Distribution  
303-917-3640

### Michael Bailey

GM | Marriott Savannah Rvft.  
912-233-7722