

Gretchen Ratcliff Sawyer

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OBJECTIVE/INTENTION:

My immediate goal is to join a writing team, serve as a writing assistant, a staff writer or join an organization where I can contribute to content and brand development, story and project development, and the expansion and execution of a catalog of multimedia and messaging projects, that can serve across markets in relevant, innovative and trending communicative platforms. I am based in Los Angeles and prepared to relocate.

I create content for short films, full-length features, and narrative for broad use in film and television, fiction, non-fiction, social media, websites, brand management and marketing. I write commutative pieces, presentations, technical projects and proposals that impact bottom-line revenue goals for a progressive company on a growth trajectory.

BILATERAL EXPERIENCE

I own an accomplished career in project coordination, project management and program development. I have excellent client relations, exemplary collaborative skills and I'm a team player with dynamic emotional intelligence. I've worked on many high-profile projects in product development, manufacturing, transportation, military and IT. I was the COO of a successful beauty products manufacturing firm that landed myself and partners on the *front cover of Success Magazine as Bootstrappers of the Year*.

OVERVIEW:

- CAPTURED Literary Journal 2018-2019 published critical essay *Leveling the Hollywood Playfield Field*.
- KAPU SENS Literary Journal 2018-2019 published critical essay *on Raoul Peck Documentary on James Baldwin*.
- 2018 Abraham Polonsky Prize for Critical Writing, Mike Curb School of Media, CSUN.
- Adaptation of best-selling biography *When Breath Becomes Air*.
- Original teen sitcom for network, cable or streaming services.
- Wrote and Directed Arthouse dramatic film-short *A Million Little Pieces*.
- Consecutively achieved Dean's List Status.
- Extensive experience in technical writing, editing and rewriting narrative, essays and ghostwriting.
- Experience in research, marketing, content development, and writing informative, content, proposals, presentations, messaging and marketing.
- Ability to capture technical information and translate it into comprehensive narrative that allows the reader to grasp information for intelligent decision-making.
- Preparation of broad sector documents for marketing that dynamically capture overviews, team profiles, capability statements, and responsible solutions for small, medium and large companies.
- Expert team coordination with subject-matter-experts.
- Great analytical, oral and written communication skills with the ability to build a quick rapport with all levels of complex organizations, government and political entities.
- Strategic; Diplomatic; Emotionally Intelligent; Team Player and Motivator.
- Passion of Higher Education: Board Member of Nationally Recognized College Prep Non-Profit.
 - UCLA - 14yr member of the freshman applications review team.

EXPERIENCE:

Contract Writer / Screenwriter January 2010 - Current: Content development, fiction and nonfiction, comedy and drama, narrative development, commercial writing, exposition and creative development for use in storytelling, script development, scriptwriting, editing, rewriting, treatments, synopses, summaries and script coverage. Currently shopping several projects that include a 1970s drama series and a teen comedy feature film.

Content Development / Project Management / Program Development**Contract Consultant January 2010 – Current**

I've held contracting positions, short and long-term with small, medium and large companies in the areas of project administration, project management, project coordination and program development. I *create, organize and manage* content that is used for complex proposals and technical writing projects including training manuals, brochures, broad subject manuals and visual presentations.

Technical Development: Corporate training materials, brand development, marketing, websites, speeches, Q&A preparation, proposals, technical writing and broad-based communications.

Press/Media: Extensive experience in writing dynamic press releases, media alerts and developing campaigns.

CORPORATE EXPERIENCE:**AT&T/Columbia Advisory Group, Inc.****Technical Writer / Field PM (contract)****Leased Fiber Services & Internet Access Project****06/2019 - Current**

After graduating from film school in May 2019, I was fortunate to immediately be signed, for a 3rd time in twelve years, by AT&T Solutions as a Technical Writer and Project Manager of a \$98 million dollar project for LAUSD, the 2nd largest school district in the nation. I am responsible for interviewing Subject Matter Experts SME, project-wide, and writing program execution processes at each level. This involves me learning complex and intricate technology systems. The LAUSD district-wide Metropolitan Area Network (MAN) and Data Center Connectivity Project, is intended to drastically improve the performance and reduce costs of network services for 855 school sites. AT&T is slated to deliver and manage efficient and cost effective solutions throughout the Los Angeles Unified School District (LAUSD). Project is a continuation of the Clinton-Gore Telecommunications Act of 1996.

MADD San Bernardino County Mothers Against Drunk Driving MADD, Westminster, CA**Program Specialist****January 2016 – July 2016 (contract, non-profit)**

Launched 35 yrs ago MADD is a powerhouse non-profit that legislates, educates and raises awareness of the devastation of underage drinking and drunk and drugged driving. As *Program Specialist for San Bernardino County*, I was brought in to reinvent intensive community outreach, and re-establish a significant MADD presence that included making dozens of presentations, attending meetings of community based organizations, working closely with law enforcement, the courts and mobilizing a volunteer base.

Project Manager, PM/Contract AT&T Mobility District 2/Kelly Mitchell, Cerritos, CA**Nov2014 – April 2015 (Contractor)**

Member of the Project Management Implementation Team for AT&T Mobility, Los Angeles District 2. Team-managed the implementation of 500++ cell site modifications and upgrades of Cell Site of the

Future technology for broad and efficient cell and data coverage for largest SoCal market.

Sr. Project Coordinator/Client Relations

AT&T/Los Angeles Unified School District (LAUSD)

Los Angeles, CA January 2007 – February 2011

Clinton/Gore Telecommunications Act 1996 - Collaborate and team-managed ATT's multi-million E-Rate client contract with Los Angeles Unified School District (LAUSD). E-Rate is a government funded nationwide program as a result of the 1996 Telecommunications Act made into law (Section 254) by former President Bill Clinton and Vice President Al Gore. I assisted with cross departmental extraction of critical data essential to analysis and deliverables, co-management of the client's complex contract.

EDUCATION / TRAINING

CSUN Mike Curb College of Cinema, Television & Arts CTVA, 2017 - Class of 2019

➤ BA Screenwriting (Program Ranked 21st in the Nation)

University of California, Los Angeles UCLA (Ext) Screenwriting Program - Graduate, 2001

Microsoft Project 2010 Essential Training Certificate, 2016

Turner Construction School of Construction Management Certificate, 2013

Los Angeles AA Women's Public Policy and Leadership Institute [LAAAWPPI] at USC, 2013

CSUN College of Letters and Art, English with Emphasis on Creative Writing

ORGANIZATIONS/MEMBERSHIPS

Alliance for Women In Media

CSUN Alumni / UCLA Alumni

International Screenwriters Association ISA

LAAAWPPI at USC, (Los Angeles African American Women's Public Policy Institute)

Paley Center for Media/LA

New Filmmakers LA

PUBLISHED: *KAPU SENS Literary Journal* 2018-2019 - Award Winning Critical Essay on Raoul Peck's documentary on writer James Baldwin. *Winner of the 2018 Abraham Polonsky Prize in Critical Writing.*

PUBLISHED: *CAPTURED Literary Journal* 2018-2019 - Critical Essay "Black Writers, Hollywood and Level the Playing Field."

ORIGINAL WORKS:

Andrea "Tootie" Shining...Talk Show Host. A Comedy. WGA Registered Show Series.

Watu-Wazuri, Beautiful People. A TV Drama. WGA Registered Show series.

50 Dreams & The Hustle Theory. A Web Series. WGA Registered Show Series.

Heart of a Motherless Child...A Million Little Pieces - Film Short, Wrote/Directed

HIGHER EDUCATION

Board Member: 2006 – Present: Board Member of the nationally recognized college prep non-profit; Council of African American Parents (CAAP), a K12 Award-Winning community based consecutively identified as a "National Model by Collegiate Partner UC Berkeley"

www.councilofafricanamericanparents.org.

University of California, Los Angeles UCLA, Westwood, CA September 2006 – Present:

Freshman Applications Review Team: Member of the coveted UCLA Freshman Applications Review Team. Selected through a highly judicious and rigorous screening process. Review, analyze, team-discuss

and determine competitiveness of freshman applicants using the Comprehensive/Holistic Review Process.