

SACHIKO SLOMOFF

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SUMMARY

Media production and operations professional with experience across news publishing, print production, live broadcast, and 8+ years of freelance video production. Currently coordinate the weekly print production cycle at Pacific Business News; previously ran daily production scheduling for a large-format graphics department and video-switched 50+ live broadcasts. Combines hands-on production skills — producing, camera, and editing — with the scheduling, vendor, and client coordination that keeps productions on time and on budget.

EXPERIENCE

Sales Coordinator & Office Administrator

Jul 2025 – Present

Pacific Business News (American City Business Journals) — Honolulu, HI

- Manage the weekly print production process — production reporting, advertising deadlines, and sales sign-offs — coordinating with designers to ensure on-time publication every week.
- Serve as central point of coordination across sales, editorial, design, finance, circulation, and events for the Market President & Publisher and sales team.
- Coordinate advertiser agreements and sales documentation in Salesforce; plan and execute client events and staff engagement activities end to end.
- Oversee office operations, vendor relationships, and facilities coordination; prepare polished executive correspondence on behalf of leadership.

Freelance Producer / Camera / Editor

2018 – Present

Independent — Honolulu, HI

- Produce video projects for clients from concept through delivery, handling pre-production planning, scheduling, and client communication.
- Operate camera and assist camera departments on productions; edit footage into finished deliverables.

Job Planner

2023 – Jul 2025

HonBlue, Large Format Graphics Department — Honolulu, HI

- Ran daily production scheduling for a high-volume large-format print department, communicating turnaround estimates and status to team and clients to consistently meet deadlines.
- Served as point of contact between clients and production/install teams; prepared and verified invoices for payment.

Project Assistant

2020 – 2022

Hawai'i Department of Human Services — Honolulu, HI

- Coordinated virtual meetings and events for the CCWIS team, IT vendors, and subject matter experts; supported research, editing, formatting, and documentation.

Floor Manager / Assistant Broadcast Engineer

2012 – 2014

ThinkTech Hawai'i — Honolulu, HI

- Video-switched 50+ live shows as Assistant Broadcast Engineer, trained on TriCaster.
- Provided administrative, media, and tech support to the President, hosts, and guests; oriented guests with show setup prior to live broadcast.

SKILLS

Video Producing • Camera Operation • Video Editing • TriCaster / Live Video Switching • Print Production • Production Scheduling • Salesforce • Adobe & Microsoft Office • Google Workspace • Monday.com • Vendor Management • Event Coordination • Client Relations

EDUCATION

Bachelor of Arts, Human Geography

2013

University of Oregon — Eugene, OR

Certificate in the Art of Leadership

2015

University of Hawai'i at Mānoa — Honolulu, HI