- **** 8950169674
- chiragvalecha97@gmail.com
- Sonipat, Haryana
- in Chirag Valecha
- Chirag482

Chirag Valecha

Full Stack Developer

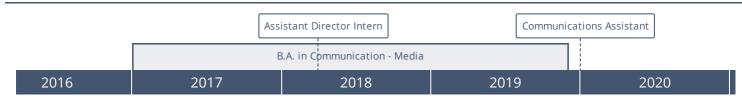
SUMMARY

Instructions: (Delete these pointers once done)

- Pick this after completing all other sections. It's the **last step** in the resume writing process. Limit it to **2-3 lines** (4 max).
- Hiration Pro-tip: Focus more on what value you can provide, instead of what you are looking for (summary, not objective).
- Here's a sample summary for an entry-level profile to get you started!
- To make it even easier for you, simply replace the red-colored phrases specific to this profile with skills/functions based on yours!

Enterprising communications professional adept at breaking down storyboards and creating shoot orders to successfully deliver multi-million dollar creative projects. Possesses diverse experience in conducting trend-based research and rendering critical directorial support by assisting in administering budgets, managing the cast and reviewing edits.

CAREER SNAPSHOT (You can edit/delete this as needed)



AREAS OF EXPERTISE (You can edit/delete this if needed)



KEY SKILLS

Instructions: (Delete these pointers once done)

- Key Skills section is the second-last step in the resume writing process.
- Hiration Pro-tip: Include skills that can be substantiated in your work-ex below AND also align with the roles you are targeting
- Highlight only the key functions as shown below, don't write entire phrases
- Here are some sample skills for an entry-level communications professional you can replace with your own as per your needs!



INTERNSHIPS (You can edit/delete this as needed)

Intern - Assistant Director

Apr '18 - Aug '18 **Twilight Arts** San Francisco, CA

A division of Signalimited handling its media and entertainment business, across content and distribution platforms with revenue worth USD 20 million

Editorial Support & Casting

- · Assisted the Editor and reviewed the final edits while reporting to the Assistant Director and the Executive Producer
- Rendered assistance to 2 ad film directors and 3 video directors while pitching new ideas to the creative team
- Casted actors and assisted in conducting auditions while creating and monitoring shooting schedules
- Broke-down the script and worked on continuity and login while aiding the writer in writing scripts on an ad-hoc basis

Filming, Research & Promotion

- Rendered assistance in **filming pieces** for **television** and film, handling the lighting, conducting research and running errands
- Produced video content by adhering to company guidelines & standards to share on online channels including social media
- Communicated with writers, directors, managers and other staff to ensure the smooth running of the project
- · Assisted the staff by answering phone calls, taking detailed notes during meetings and processing the data into the system

PROFESSIONAL EXPERIENCE

Communications Assistant

Jan '20 - Present

Berkeley, CA **Owl Networks**

A public film and digital media producer and distributor with over 3k productions produced under its banner

Instructions: (Delete these pointers once done)

- It's the **first step** in the resume writing process. Use **one-liner points** to present the details of your professional experience.
- **Bold** keywords and phrases where yo'd like to draw the recruiter's attention.
- Use action verbs to start off all your points. Along with your basic responsibilities, also highlight your achievements and the impact you delivered (ballpark/appx figures will work as well to demonstrate the scope of your contributions)
 - Hiration Pro-tip: Check out our exhaustive guide on power verbs [https://www.hiration.com/blog/resume-action-words-andpower-verbs/] containing 250+ examples!
- Instead of writing all one-liner points together, group similar points under unique subheadings as shown below.

Directorial Support & Stakeholder Management

- Assisting the Director in determining the shooting order and providing script breakdown into a shot-by-shot storyboard
- Aiding the Director in coordinating all production activities and supervising cast/crew while drawing up the shooting schedule
- Providing directions and important announcements to ensure on-schedule filming
- Liaising with the production office while acting as the single point of contact for the Director and the cast/crew

Casting & Pre-production Management

- Ensuring that the standby cast/crew is ready for action cues while administering pre-production responsibilities
- Managing budgetary constraints with respect to the availability of locations, props, equipment, etc.
- Fulfilling all the creative goals under the guidance of the Director while supervising 10 DOP interns
- Drafting regular shoot progress reports and overseeing the preparation of the daily call sheet

EDUCATION

B.A. in Communication - Media

Jan '17 - Dec '19

Purdue University Northwest

Hammond, IL

A public university with two campuses in Northwest Indiana, one in Hammond and another in Westville with a student base of over 9k students

GPA: 3.5/4

TRAINING (You can edit/add/delete these sections as needed)

• Training in Web Authoring | Ecstaticorps | Feb '19 - Jan '20

EXTRACURRICULAR ACHIEVEMENTS

- Volunteered in college charity to raise funds worth USD 1k for the people affected by Cyclone Dorian in Bahamas | '19
- Served as the Captain of the sports team and won the Inter-college Sports Competition '18

ADDITIONAL INFORMATION

• Languages: English and Serbo-Croatian