

## SUMMARY

Hello

## KEY SKILLS

- Communications Management • Storyboard Breakdown • Casting Assistance • Shooting Management
- Administrative Assistance • Video Editing • Project Management • Research • Web Authoring

## PROFESSIONAL EXPERIENCE

### Communications Assistant

Jan '20 - Present

#### Owl Networks

Berkeley, CA

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

#### Communications & Production Management

- Liaising with the production office while acting as the **single point of contact** for the Director and the cast/crew
- 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

#### 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

## INTERNSHIP

### 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
- Assisted the casting director in conducting **auditions** while creating and monitoring shooting schedules

#### Filming, Research & Promotion

- Rendered assistance in filming videos 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

## 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 base of 9k students*

- GPA: 3.5/4

## TRAINING

- 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