

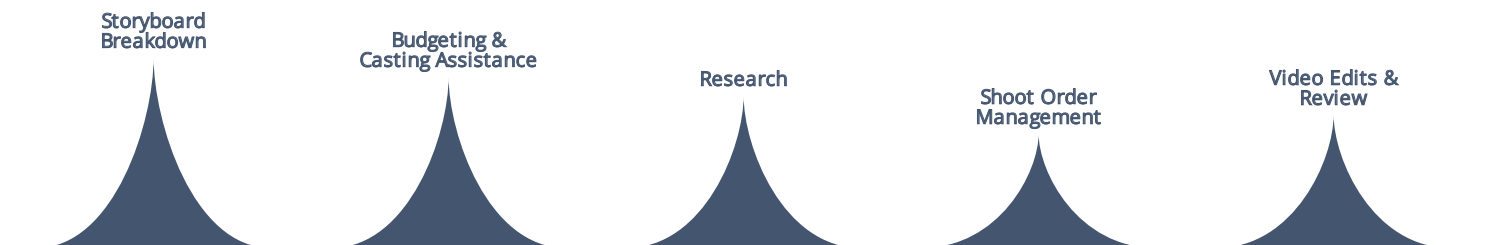
SUMMARY

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



AREAS OF EXPERTISE



KEY SKILLS



INTERNSHIPS

Intern - Assistant Director

Twilight Arts

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

Apr '18 - Aug '18

San Francisco, CA

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

Owl Networks

Jan '20 - Present

Berkeley, CA

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

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

- **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