

# Shayanne Samarasinghe

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604-190 Jameson Ave, Toronto, ON

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## Technical Skills

- Web Development
- HTML
- CSS
- Javascript
- Node.js
- MYSQL
- Talent Acquisition
- Production Coordination
- Screenwriting
- Photography
- Final Cut Pro
- Adobe Creative Suite
- Event planning

## Production Coordinator (Bristow Global Media): Sept. 2019-Feb. 2020

- Coordinated documentary and drama production crews
- Supervised production assistants
- Administered paperwork (invoices, release logs, expense reports)
- Managed production budget
- Crisis management
- Tracked project deliverables from start to finish

## Casting Director (Day Job Productions): April & Nov. 2019

- Cast leads, supporting and background actors for a Ratehub commercial & a Campbell's Soup commercial
- Managed budgets and coordinated talent travel

## Casting & Research Assistant (Brunchstore Casting): 2017

- Cast leads, supporting and background actors for various productions
- Coordinated in-person auditions and self-tapes

## Casting Director (Our House Media Productions): Oct. 2016-Aug. 2019

- Cast leads, supporting and background actors
- Managed production budget
- Coordinated talent travel to and from set
- Casting Director for the following productions:
  - *My Paranormal Nightmare* (2019)
  - *Paranormal Survivor Season 5* (2019)
  - *Murder Wall* (2018-2019)
  - *Haunted Case Files Season 2* (2018)
  - *Paranormal Survivor Season 4* (2018)

- *Broke and Famous* (2017)
- *Famous Feuds* (2017)
- *Paranormal Survivor Season 3* (2016 -2017)

**Program Coordinator (Canadian Medical Association): 2014-2015**

- Planned and executed Annual General Council Meeting which included 2000 individuals from across Canada
- Wrote newsletters for external dissemination
- Created promotional video content for the Council Meeting
- Managed the company's YouTube Channel

**VP of Youth Affairs (Royal Commonwealth Society): 2012-2014**

- Planned and executed a national level forum and managed 25 supervisors and 85 delegates
- Coordinated all air and ground transportation, extra-curricular activities and billeting
- Managed program budget
- Assisted in the creation of external marketing materials

**Education**

Coding Bootcamp, University of Toronto (2020)

Advanced Television and Film Program Certificate, Sheridan College (2015-2016)

BA in Honors Communications, University of Ottawa (2010-2015)