



SPOORTHY PRAKASH

Production Assistant

A creative, versatile and diligent TV and Film post-graduate with experience producing a variety of short films including animation, documentary and drama. Looking to pursue my true passion of telling meaningful stories through film.

Student Projects

Or Not To Be (2021) - Short Documentary - Producer

- Produced a short documentary about actors who chose to leave acting.
- Liaised with contributors, locations, and crew to figure out the logistics of the shoot.

Unbroken (2021)- Short Film - Producer

- Successfully developed and produced an intricate film remotely with limited equipment via zoom.
- Ensured seamless availability of resources within the team.

Better Apart (2021)- Animated Short Film - Production Manager

- Coordinated casting calls and table read. Got them record and send their voice overs remotely to the production team.
- Conducted risk assessment while ensuring all the University and government guidelines are followed.

Gaze (2021) - Exhibition - Social Media Manager

- Successfully promoting the exhibition and its cause on [instagram](#).
- Research and promote female filmmakers both from the past and current while also talking about female empowerment.

Amnesiac (2021) - Short Film - Producer

- Helped develop the script by giving notes to improve the twists in the storyline.
- Found locations that were feasible to film in during a lockdown and gathered all the necessary documents for risk assessment.

Princess (2020) - Short Film - Script Supervisor

- Supervised continuity and tracked files for both audio and video. Additionally monitored director's preferred takes.
- Helped in production design of the set.

Gift (2020) - Short Film - Production Assistant

- Lent an extra hand when required for light, audio and sound.

CONTACT INFORMATION

Number: +447949718856
Email: spoorthy.p21@gmail.com
Instagram: [@sppr21](https://www.instagram.com/sppr21)
LinkedIn: [SpoorthyPrakash](https://www.linkedin.com/in/SpoorthyPrakash)
Location: London

CERTIFICATIONS

- First Option - COVID-19 Supervision Training for Student-Led Film/TV Productions
- BAFTA Albert COVID-19 Supervision Training for Student-Led Film/TV Productions
- ScreenSkills - Coronavirus Basic Awareness on Production Training
- Udemy - The Foundation of Fiction (Writing Mastery)
- SAE Institute - Social Media Content Creation

TECHNICAL SKILLS

- Microsoft (MS) Office Suite
- Google Suite
- Apple Productivity suite
- Notion
- Google Analytics
- Movie Magic Scheduling
- Movie Magic Budgeting
- Adobe Photoshop
- Digital Marketing

SOFT SKILLS

- Conflict Management
- Ability to work in Fast-Paced Environment
- Leadership
- Problem Solving
- Marketing
- Project Management
- Attention to Details
- Quality and Risk Assessment
- Adaptability
- Strong Decision Making
- Critical Thinking

PERSONAL INTERESTS

- Murder mystery, thriller, adventure novels .
- Autobiography and thought provoking audiobooks .
- Comedy, Thriller movies and TV series.
- Comedy Podcasts.
- Amateur photography.
- Improve comedy and storytelling.
- Cooking.
- Travel.
- Mixology.
- Deep research of favourite Film and TV series.
- Running, basketball & cricket.

Education

Bournemouth University

- M.A. in Producing Film and Television , 2020 -2021

San Jose State University

- B.S.B.A. in Management with a minor in Radio, Film, and Television, 2015-2017

Work Experience

Marketing and Operations Intern

- **Illusions Online** , April 2019 - March 2020

- Assisted in creating and driving brand marketing strategies on social media, website and travel exhibitions.
- Worked on in-house content management system and copywriting for the company press releases.
- Gathered and compared rate plans with top travel websites and brainstormed ways to improve.

New Media & Business Development Intern

- **Natural Traveler**, **Mac House Productions** , June 2017- August 2017

- Selected as the primary agent to develop various post-production strategies. Recognised for detailed knowledge of film and TV production and distribution resulting in efficient strategies.
- Researched and educated the team on the current landscape of non-fiction digital content development, licensing and distribution.
- Gathered leads for perspective distribution homes for our studio's content and liaise between the studio and the stakeholders.

Office Assistant

- **San Jose State University** September 2015 - December 2017

- Maintain emails and scheduling for the Associate Dean and the Associate Vice President. Assisting in their day to day functionality and making sure their day goes by smoothly.
- Design, develop and generate web pages for different aspects of the department resulting in strong user-friendly interface.
- Creating and editing posters and pamphlets using Photoshop to promote events organised by the department, increasing the turnout by 30%.