

SHRUTI SOUMYA NAYAK

+44 (0)7878 986 012
shruti4th@gmail.com
[behance.net/shrutinayak3](https://www.behance.net/shrutinayak3)
[linkedin.com/in/shruti-s-nayak](https://www.linkedin.com/in/shruti-s-nayak)

PROFESSIONAL SUMMARY

Versatile Creative (current Undergraduate student graduating in May 2024) with 1.5 years experience in Film and Theatre production. A detail-oriented and reliable team player, adept at Film Design and assisting in Script Development. Passionate about crafting compelling narratives with a unique focus on spatiality. Enthusiastic to contribute and thrive in the ever-evolving world of visual storytelling.

KEY SKILLS SUMMARY

Technical Proficiency: Adobe Photoshop, Sketchup, MS Office, MS Excel, MS Powerpoint, Movie Magic Scheduling, Movie Magic Budgeting; Intermediate learner in DaVinci Resolve and Adobe Premiere.

Film Production: Experience in **Creative and Art Direction** and assisting in **Script Development**. Skilled at **scheduling shoots, organising paperwork, copywriting and editing, timely execution** and delivery of **Set Design** and **props, within budget**.

Notable skills: Proficient in **Research** and **set/stage management**, exceptional **attention to detail, problem-solving, event and vendor management**, and **managing teams** to meet the creative and artistic goals of film production.

SELECT PROJECTS/ RELEVANT EXPERIENCE

Sep 2023 (Present)	Standby Art Director	DALI (Feature Film, London)
<ul style="list-style-type: none">Set Decoration, on-set dressing for active shoots, managing props, making continuity checks, handling budgeting.		<ul style="list-style-type: none">Effectively resolved design challenges on set by creatively sourcing last-minute artwork and props within tight budget constraints, ensuring a seamless production process.
August 2023	Festival Coverage and Production Intern	Cinequest Film Festival in association with Guerilla Wanderers Production (San Francisco)
<ul style="list-style-type: none">Assisted a top-tier production company in coordinating media coverage for CINEQUEST, voted America's best film festival.		<ul style="list-style-type: none">Handled logistics, conducted interviews, crafted promotional content, and managed social media engagement.
May 2023, Sep 2023	1st Assistant Director	INFIDELITY; FOUNTAIN OF YOUTH (Short Films, London)
<ul style="list-style-type: none">Managed on-set logistics, coordinating with cast and crew, and implementing effective communication channels to streamline workflow.		<ul style="list-style-type: none">Assisted the director with scene blocking and camera sequencing, ensuring a coherent and visually appealing narrative.
May 2023	Set and Costume Designer	KLAUDS (Play)
<ul style="list-style-type: none">Aided Set Design with research, mood boards, and design pitches for artistic vision.		<ul style="list-style-type: none">Designed character costumes and props to match personalities using specified colours, patterns, and textures.
Feb 2023	Production Designer	Bloodstained (Short Film)
<ul style="list-style-type: none">Created a visually compelling film environment with strategic cues for enhanced narrative impact.		<ul style="list-style-type: none">Strong research skills for authentic, historically accurate visuals, including location scouting and budget management.
Jan 2021 - Sep 2021	Content Writer and Editor	Her Campus Magazine, Ashoka University
<ul style="list-style-type: none">Led content development team, conducting research for story ideas and comprehensive topic coverage.		<ul style="list-style-type: none">Proofreading and editing articles; Optimised old website content with up-to-date SEO guidelines.
Dec 2019 - Mar 2020	Events Manager	'Ubuntu' Cultural Exchange Festival
<ul style="list-style-type: none">Head of department managing 20 team members responsible for overseeing vendor appointments.		<ul style="list-style-type: none">Strategized advertising plans that helped garnering over 35,000 attendees.

REFERENCES

SEAN MCCARTHY	Writer and Director, Guerilla Wanderers	+1 4083136164, sean@guerillawanderers.com
AJITPAL BABRA	Writer and Director, AJ Films	+44 7930692330, ajfilm24@gmail.com