

Seher Khan Naz
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I am a self-motivated honours undergraduate student at the University of Salford, looking to secure a graduate position that enables me to use and develop my production and commercial awareness skills. Furthermore, I consider myself a determined, resilient and ambitious individual due to being a full-time wheelchair user which raises its own obstacles but have positively overcome them and would love to in turn make a positive difference in inclusivity in the entertainment industry. I have gained some relevant experience through my academic degree and extracurricular experiences, which allowed me to build knowledge of working at industry standard and has equipped me with soft transferable skills such as problem solving, communication and teamwork skills, due to it being such a collaborative sector. My career aim is to gain professional training in the short to medium term, at a market-leading and renowned production facility to be able to then use that valuable experience to create strong networks and progress onto an early career in production.

Education and Qualifications:

Film Production BA (Hons)

University of Salford, Salford, United Kingdom (2021 - Present)

- Undertaking cinematic production as a key module in which I played the role of producer developed strong understanding of each production stage its requirements and what it entails, and led to better time management and organisation from my part as it aided me into allocating realistic time constraints whilst in the planning stage. It also helped me develop team working skills as I worked with new people each time we grouped up, this led me to have strong communication skills and leadership skills in order to successfully create a final product.
- Creating detailed budgets and schedules to meet internal and external deadlines utilising excellent attention to detail and accuracy.
- Undertaking many creative modules such as Scriptwriting, Directing and Editing alongside technical modules gave me an overall/basic yet realistic insight into each role its requirements and processes.
- An intense, detailed and creative course demonstrating ability to quickly take on new information, collaborate in teams with new people each time and the ability to communicate clearly and precisely.

A Levels

Loreto Sixth Form College, Manchester, United Kingdom (2019 - 2021)

- 3 A Levels: Media Studies B, Graphic Communication B, Spanish Studies A*.

GCSEs

Whalley Range 11-18 High School, Manchester, United Kingdom (2015 - 2019)

- 8 GCSEs: 9-6 (A*- B)
- Cambridge Nationals Creative iMedia Level 1/2 Award: Level 2D*

Relevant Experience:

Archival Research Programme "The Harold Brighouse Collection" - Researcher (2023)

University of Salford - Crescent, Salford M5 4WT

The one month project consisted to research around Harold Brighouse and to catalogue a selection of materials from the archive collection, to display in The Salford Local History Library home to collections of manuscripts, playbills and correspondence related to local literary figures that are a central part of Salford's working-class literary culture.

- Accuracy, attention to detail and efficiency was required when I researched "Harold Brighouse" his life, his legacy and his work which was in archival storage and inaccessible to the public and other researchers across the University.
- I had to be proactive, passionate to learn and have excellent time management skills in order to uncover and discover more about him as an individual and in regard to his work and be able to complete the project to the deadline given, I had to familiarise myself with lots of history content in a small amount of time in order to provide the best full contextual picture behind each archival material and to be able to create a detailed timeline.
- In order to catalogue all of the materials accurately I had to be tech literate and knew how to use MS software proficiently, whilst also reflecting good organisational skills.
- Keeping a positive attitude, good communication and collaborative skills was required when I had to report back to my supervisors Alexandra Mitchell (Salford University Archives) and Dr Emma Barnes (School of Arts, Media and Creative Technology).

Media Hub - Tech OP Work Experience (2023)

Dock10 - Media City, White Tower M50 2NT

Undertook a week of technical work experience under the Media Hub team and with an Edit Assistants.

- Learning new workflow processes and technical skills such as importing, transcoding, consolidation and video/audio mixdowns required me to work in a collaborative team and be a fast learner, whilst keeping a positive attitude even whilst faced with challenges. It also required me to have accuracy, an eye for detail and comprehensive skills to deconstruct the work orders such as format and requirements for files. At times it proved to be challenging in which case I had to clearly communicate to my supervisor for any extra details needed to the work assigned.
- Shadowed Quality Control and used excellent attention to detail to ensure all exports were delivered to a high standard, meeting all broadcast legal requirements for a high-quality final file, whilst liaising back with my team in order for the outcome to be the best as possible.

Registration Host (2023)

INEFF Festival & Symposium - University of Salford, MediaCityUK, M50 2HE

- Creating a welcoming environment for visitors at the INEFF (International Network of Experimental Fiction Filmmaking) Festival & Symposium and ensuring that their queries are handled quickly and efficiently.

- Keeping a positive, professional and friendly attitude to upkeep the reputation of the conference. Also, time management was needed when I handled the schedule for the speakers and when they were supposed to be on stage.

Registration Host (2023)

The Children's Media Conference - Sheffield

- Creating a welcoming environment for visitors at The Children's Media Conference and ensuring that their queries are handled quickly and efficiently.
- Accuracy and attention to detail was required when registering delegates with IDs, key information of the Conference and taking in their belongings.
- Professional verbal communication and problem-solving skills whilst handling any issues they had with travel or accommodation provided on behalf of the Conference.

Top Up Crew - Office (2023)

Sheffield Doc Fest - Sheffield

- I handled the queries and customer experience side of the festival, that included handling calls which required me to have good telephone manners, emails which led me to develop and refine my written communication, made by delegates, sorting out passes and troubleshooting/problem solving registrations of delegates.

Event Manager (2018)

St John's Centre - St John's Road. Old Trafford, M16 7GX

- Planned, led and advertised a historical digital showcasing of the local community at the local community's library which required me to have excellent organisational, communicational, accuracy and precise attention to detail in order for it to all run smoothly, simultaneously and create a good customer experience for all of our guests.
- This position involved dealing with the local library/council in order to have all the legal requirements covered which required me to learn the basic documentation and laws quickly in time for the event so everything is safe for all parties involved.

Credits:

Short Film:

- Lured (2021) - Producer
- 15 minutes (2022) - Producer
- Right Hand Man (2022) - Producer/1st AD
- Made Redundant (2023) - Producer
- Able to Keep a Secret (2023) - Director/Editor
- Boogie Nights (2023) - Director/Editor
- Divine Intervention (2024) - Producer

Music Videos:

- Sedate - Böhmen (2023) - Editor

Volunteering Experience:

Library Volunteer (2021 - 2022)

Manchester City Council Libraries - Manchester, United Kingdom

- Creating a welcoming environment for visitors and ensuring their queries are handled quickly and efficiently, this required me to be understanding, compassionate and have good listening skills.
- Communicating effectively with colleagues to delegate workloads and any queries which are above my control.
- Using excellent attention to detail and leadership skills to understand administration support needed and help coordinate other volunteers that are under my supervision.
- Data analytics was also a key skill required for this experience as I was involved in arranging and keeping databases in sync with all the books coming in/out.
- Being proficient with IT, also aided me in helping the general public with IT tasks such as logging in/out, borrowing/returning on the machines and filling out digital forms.

IT Skills:

- Fade IN (Script Writer) - EXPERT
- DaVinci Resolve - EXPERT
- Final Cut Pro X - EXPERIENCED
- AVID Media Composer - SKILLFULL
- Adobe Photoshop - SKILLFULL
- Adobe Illustrator - EXPERT
- MS Software - EXPERT

Certificates + Courses:

- Avid Certified User (2023)
- iDEA Bronze & Silver Duke of York (2020 - 2022)
- Film Distribution: Connecting Films with Audiences (2020)
- Bronze Duke of Edinburgh (2019)

Languages:

- English - C2 Proficient
- Spanish - C2 Proficient
- Urdu - B1 Intermediate

References:

Revis Meeks - Lecturer (Editing)
University of Salford
Email: r.j.meeks@salford.ac.uk

Tony Hipwell - Lecturer (Filmmaking)
University of Salford
Email: a.c.hipwell@salford.ac.uk

Alex Lichtenfels - Lecturer (Head of Film Production)
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