

SERRAERKLI

Production Assistant

CONTACT

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London, UK

<https://www.serraerkli.com>

(This CV may be kept on file and distributed for employment purposes.)

SKILLS

Reliable

Innovative

Decision-maker

Pro-active

Responsible

EDUCATION

BA FILM AND TELEVISION
Upper Second Class
University of the Arts, London
2014-2017

FILMMAKING DIPLOMA
Merit
London Film Academy,
London 2018-2019

DIGITAL FILMMAKING
Newyork Film
Academy, USA
July- August 2013

BIOGRAPHY

I am a hard-working and resourceful production assistant based in London, United Kingdom. I have a strong foundation in communication, organization and creative development. In my recent works, I have been assisting and developing projects both in the UK and Turkey. I am enthusiastic, results driven and creative, willing to expand on my experience in media production and ready to rise to new challenges.

WORK EXPERIENCE

INTER MEDYA | AUGUST - OCTOBER 2020 PRODUCTION ASSISTANT

- Acting as production assistant to the producer and the head of department. Arranging meetings with each department and delegate them with duties.
- Securing locations, organizing kit, transport of set RV's and crew. Logging all the production receipts, printing scripts and daily call sheets.
- Arranging transport of actors. Doing paperwork such as actors and crews agreement, taking shooting permissions from the council and location agreements.

INDEPENDENT FILMS | SEPTEMBER 2019- MARCH 2020 OFFICE RUNNER

- Full time working in house, running errands for the production team.
- Keeping the office tidy and managing petty-cash.
- Maintaining office facilities and catering to clients and production.
- Covering for office manager, answering the phones and managing CEO's and office diary.
- Editing casting clips and managing online database of the company.

TECHICAL SKILLS

DSLR Shooting

Canon C300

Adobe Premier

Movie Magic and
Scheduling

Arri Alexia

Microsoft Office

INTERESTS

CULTURE

PSYCHOLOGY

HISTORY

ART

PHILOSOPHY

WELNESS

REFERENCES
AVAILABLE
UPON REQUEST.

WORK EXPERIENCE

SKYLAND FILMS | 2017-2019 PRODUCTION ASSISTANT

- Overseeing in house production on a diverse range of projects.
- Writing treatments and researching locations.
- Pitching company to new clients, and helping on PR Strategy.
- Assisting the team on set.
- Produce call sheets, risk assessments, shooting schedule and insurance.

PRODUCTIONS

- **PRODUCTION ASSISTANT**
RESPECT | HETV SERIES | INTER MEDYA | 2020 (60 DAYS)
PM (HOD): MERT AKIN
PM: ERTUGRUL OZCELIK
- **FLOOR RUNNER**
JACK | SHORT FILM | INDEPENDENT FILMS | 2019 (3 DAYS)
PA: NANCY EITE COOPER
PM: NICKY POWER
- **FLOOR RUNNER**
TRAINLINE SPLIT SAVE | COMMERCIAL | INDEPENDENT FILMS | 2019 (1 DAY)
PRODUCER: NANCY EITE COOPER
PA: PHOEBE-COURT THOMAS
- **FLOOR RUNNER**
VISA SAVE THE HIGH STREET | COMMERCIAL | INDEPENDENT FILMS | 2019 (4 DAYS)
PM: ADAM EVANS
PA: NANCY EITE COOPER
- **PRODUCTION ASSISTANT/1st AD**
LA LA LIVE | PROMO | SKYLAND FILMS | 2018 (4 DAYS)
DIR: NORMAN TAMKIVI
PRODUCER: ALESSANDRO WINGFIELD