

DARTA VIJGRIEZE

Production Assistant

E-mail: darta@dartavijgrieze.com Mobile: **07715566586** Greater London, UK

GDPR Statement: This CV may be kept on file and distributed for employment purposes

PERSONAL PROFILE

I am a hard-working film graduate, and I wish to pursue a career in film and television. As an aspiring producer, I am currently working on short films and mainly focus on development and storytelling, where my main interest lies. Striving to kick-start a career as a production assistant/trainee researcher and learn more through related opportunities both on set and in a production office.

CONTACT DETAILS

E-mail: darta@dartavijgrieze.com

Mobile: **07715566586**

Portfolio: www.dartavijgrieze.com

Linkedin: <https://www.linkedin.com/in/darta-vijgrieze/>

SKILLS AND ABILITIES

- Full, clean Drivers license
- Strong communication and interpersonal skills
- Adobe Creative Cloud and IT skills, Microsoft Office
- Working with talent, releasing contributors
- Strong time-management and problem solving skills
- Handling petty cash
- Motivated and hard-working
- Strong organisational skills
- Customer Service skills

ACADEMIC PROFILE

September 2017- June 2020

UNIVERSITY OF WESTMINSTER

BA Film & Television Production

- Key modules: Advanced Production
- Main roles: Producer, Production manager
- Student assignments: Short drama, commercials

OTHER EXPERIENCE

FREELANCE PHOTOGRAPHY BUSINESS (2013- CURRENT)

www.dartavijgrieze.com/photography

- Corporate videographer for local and international companies (Bowlingtours Ltd., Scarlet Ladies, Moita Nova etc.)
- Technician, camera remote control operator (Live Event) Fresh Conference 2018
- On-site Editor India Inc. Leaders' Summit 2018, 2019

PROJECT MANAGER'S ASSISTANT (2015-2016), PLYCOLLECTION

- B2B marketing, customer service for German market
- social media content assistant

RELATED TV AND FILM EMPLOYMENT HISTORY

PRODUCER- TRUST (SHORT)

Bohemian Basterds | June 2019

PRODUCTION COORDINATOR - THE CHIPPIE (SHORT)

Panoptic Films | June 2019

PRODUCER - WHAT IF (MUSIC VIDEO)

Prod. RKM | December 2018

PRODUCER - PRIVATE AFFAIRS (SHORT)

QuiteRed Productions | June 2018

RUNNER - SAMSUNG TV HEADS (COMMERCIAL)

St Marks Studios | May 2018

RUNNER - PIMMS WEDDING DASH (COMMERCIAL)

St Marks Studios | May 2018

PRODUCTION MANAGER - RESOLUTIONS (SHORT)

QuiteRed Productions | March 2018

PRODUCTION ASSISTANT - FLATSHARE (SERIES)

rKive Productions | January - February 2018

RUNNER / BTS STILLS - 121 ALBROOKE ROAD (SERIES)

Pickle & Co. Productions | November 2017

OTHER FILM & TV EXPERIENCE

PRODUCTION ASSISTANT - TV ZVAIGZNE (UNSCRIPTED TV)

Modern Times Media Group | September- December 2015

- assisted with coordination of location shoots
- helped with release forms, paperwork

WORK EXPERIENCE

RT UK (JUNE, 2018) - STUDIO FLOOR WORK EXPERIENCE

- assisted the floor manager with studio guests
- Reference: Andy Rigney (News director), email

360 TV (JULY 2014), MODERN TIMES MEDIA GROUP - LOGGING

- logged and organised footage
- Reference: Liene Balode (ONAIR Studios Manager), email

REFERENCES

Lucy King (panoptic films) lucy@panopticfilms.com
Monika Y. Dee (rKive Productions, Flatshare webseries)
monica@rkiveproductions.co.uk