Robert Williams
Clapham North, London, SW4
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Personal Profile

A Production Assistant with a few months worth of experience and BA (Hons) Degree from Ravensbourne. With experience within an office, studio and on location across a variety of genre's, computer literate with good researching and communication skills. To view a portfolio of my work visit:
https://vimeo.com/robert1williams

Key Skills

- Broadcast Health & Safety training
- Under & Over Cabling Technique
- Microsoft Office, Adobe Premiere CS4/5/6 and Final Cut Pro 7 Literate
- Experience in pre-production paperwork: risk assessments, production schedule, shot list, crew call sheet, storyboard and scripts

Employment History

Princess Productions (Got To Dance)

15th March
Job Description:
Day Runner during auditions; task including:
- Helping unpack equipment
- Interacting with Auditionees
    - Noting down who was there, had given in their music, had their picture taken and spoken to the researchers
    - Leading them to their room and letting them know when to go in
- Interacting with Researchers
    - Communicating when auditionees were ready to be spoken to
    - Taking research notes and giving them to Producers

Films 4 Life

20th September 2013-Present
Job Description:
Intern experience at Films 4 Life; tasks including:
- Editing footage for several videos
- Researching for future Productions
- Assisting in the completion of production paperwork
- Recording footage on location

Angel Eye Media

4th March 2013-15th March 2013
Job Description:
Work experience at Angel Eye Media; tasks including:
- Running:
    - Responsible for getting refreshments and props for multiple shoots
    - Assisting the Office runner
- Assisting with production paperwork:
    - BBC Music Reporting Form, Petty Cash Expenses Sheet, Crew Call Sheets and updating the audio, still images and video database spreadsheets
- Researching for current and possible upcoming shows

Freelance Music Video Shoots

18th August 2012, 1st September 2012 & 20th October 2012
Job Description:
Runner during the shooting of three music promotionals; duties including:
- Assisting in assembling and operating lighting systems
- Assisting the lead camera operator
- First port of call for bands/artists

Zig Zag Productions

5th December 2011-16th December 2011
Job Description:
Work experience at Zig Zag Productions; tasks including:
- Running jobs:
  - Transporting items to and from locations
  - Responsible for refreshments
- Researching for new and upcoming shows
- Transcribing footage for a production
- Writing part of an edit script

Carnival Film & Television Limited
14th September 2011-16th September 2011
Job Description:
Work experience with the crew on location; duties included:
- Assisting with moving refreshments to locations
- Responsible for actors and crews refreshments
- Assisting the floor runner
- Clearing the house after we were finished
- Aiding the location manager with dealing with the public

Education and Training

Ravensbourne
BA (HONS) Content Development And Production
Grade : 2:1
September 2010-June 2012
Course Description:
Scriptwring, Directing, Producing, Editing and Production Management

Lambeth College
BTEC National Diploma in Media
Grade: Distinction, Distinction, Distinction
September 2008-July 2010
Course Description:
The course covered many areas of media including
- Websites, animations, interactive DVDs and video productions
  - In which I carried out
    - Scriptwring, Directing, Designing, Producing, Editing and Production Management

Lambeth College
BAFTA Mentoring Programme
June-July 2009
Training Description:
Lambeth College Big Open Day, my duties were:
- Producing, Directing, Camera Operating and Editing

Achievements
- Completion of BAFTA Mentoring Programme
- Lambeth College: The Enrichment Award For Most Dedicated Student
- Lambeth College: The Student Exemplar Award
- Completion of the Stratosphere Tower Sky Jump(Las Vegas)
- Completion of the Sky Coaster and Sky Screamer (Blackpool)

References Available On Request