

## **Sereena Johal: RUNNER**

Organised, efficient person and keen to expand knowledge on film and television

### **Jobs I have recently worked on:**

<b><u>Company</u></b>	<b><u>Job</u></b>	<b><u>Position</u></b>	<b><u>1<sup>st</sup> A.D.</u></b>
HLA	McDonald's	Runner	Joe Carter
Outsider	Mini	Runner	Griffin
Loki	Skoda	Runner	Shea Bradley
So&So	Best Night Blackberry	Runner	
AB Design	Tesco Real Food Online	Runner/Art Runner	
Partizan	Knorr-2011 Marco Pierre	Art Dept Runner	
Academy	Bisto- I Promise	Art Dept Runner	
BSkyB	Randall's Christmas	Art Dept Runner	
BSkyB	Sky Backstage	Runner	Rupert Style
HLA	Fuller's London Pride	Runner	
HLA	X3 Hellmann's Advert	Runner/ Art dept runner	
Eponymous	Cadbury's Spots v Strips	Runner	Sascha Marden
Transparent	BT Infinity Advert	Runner	Simon Ashen
Liquid TV	PLTV Football indents	Runner	Kerry Green
Channel 4	Ask The Chancellor indent	Runner	

I am also working as a production assistant/ camera woman for a documentary for Media Spaces called Becoming Mum. [http://becomingmum.tv/becoming\\_mum\\_news.html](http://becomingmum.tv/becoming_mum_news.html)

I have also worked as receptionist for HLA and also Media-Spaces on a number of occasions.

### **Other short films and projects I have worked on:**

<http://www.youtube.com/watch?v=5IPRkipl4FI>  
<http://www.youtube.com/watch?v=oRTmYYlkYt8&feature=channel>  
<http://www.youtube.com/watch?v=uR6Wd-ydDIQ>  
<http://www.youtube.com/watch?v=ycexPAvaWQU&feature=channel>  
<http://www.youtube.com/watch?v=LMnrFiG8FRo>  
<http://vimeo.com/11573812>

### **Media Work Experience:**

Media Spaces (February 2011- Present)

Freelance Assistant to managing director/ Freelance Receptionist

At Media Spaces I work on a freelance basis going into the office and helping with rough-cut edits, dealing with clients both in America and the UK. I also juggle other assisting duties such as dealing with invoices, booking couriers, organising the managing director's diary and even assisting on shoots. I enjoy this position very much as I am able to use my admin and customer service skills as well as my creative and basic editing skills too.

Feel Films, London (September 2009-December 2009)

Development Assistant/ Receptionist

At Feel Films I began completing day-to-day admin tasks and also assisting the head of development whilst looking after reception. I now research up and coming writers, look into development of documentaries and features as well as commercials. I am constantly reading scripts and novels whilst writing script notes to consider the piece for a potential film. I have also just recently helped out with the Cesare Paciotto advert shoot that will be shown all over Italy and on the Internet.

Westminster Cinematic Arts (November 2009-March 2010)

Production Assistant (Intern)

At Westminster Cinematic Arts I helped research into two different documentaries, which will be going into production in February 2010. I also helped work on a short film. My tasks would usually consist of researching into projects, helping with any pitches and also assisting the producer and director before any shoot, which would mean arranging castings, preparing call sheets, dealing with petty cash and other administrative tasks. I felt that since joining Westminster Cinematic Arts I have learnt a lot about live production.

A P Watt (July-August 2009)

Media Assistant

The placement gave me an insight into the script writing process and the importance of getting the perfect script for a certain project. I read many scripts, both solicited and unsolicited, and also wrote script notes. I assisted colleagues in organising contracts and arranged meetings between agents, writers and producers.

D. B. Media, London (November, 2008-June 2009)

Director's Assistant/ Receptionist

Producing low budget music videos and television commercials for the Asian community. I was continuously networking at events, securing contracts with perspective clients. I thoroughly enjoyed this placement; it allowed me to use my creative and organisation skills whilst I was putting skills learnt at university into practice. After three months I was offered a full time position, which I declined as I want to gain more experience in mainstream media.

ETV (December 2006)

Runner

To gain more experience into production I enrolled myself into a two-week internship at ETV studios where they would regularly prepare for shoots for Thomas Cook TV and also music video promotions in association with 3G mobile. I would help strike sets, take calls and ensure all was in place for the next day's filming. Other jobs would consist of going on runs, looking after the talent or covering reception. In doing this placement I learnt a lot about production and fuelled my passion for working in the industry.

Other Work Experience:

Penguin and BBC Children's Books

Publicity and PR Intern

During my time at Penguin I learnt how to market books and brands by finding the ideal places of coverage, whether it was a television show or a newspaper article. I would regularly contact members in the press and also keep track of press cuttings for the company's own records. I found this role incredibly easy as I had already learnt a lot about publicity and PR from my time spent at AngloPlugging.

CELBSS at Barts & The London NHS, London (April, 2008- January 2009)

Admin Assistant

I enjoyed this placement as it gave me an insight into so many different people's lives. My organisation and prioritising skills were tested, and I must admit, working under pressure brought out the best in me.

Details:

Education: 2:1 BA Media Arts, Royal Holloway

Tel:07815954474 Email: [sreenaj123@googlemail.com](mailto:sreenaj123@googlemail.com)

Full driving licence and car

Skills: Mastered the use of EP Scheduling, Photoshop as well as Microsoft office word, excel, office and power point. Also have basic Final Cut editing skills.