
Bertram Jayarajah 29-04-98
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Objective

My objective for the next few years is to gain more experience and a further understanding of all aspects of film and television. I would like to obtain a role in a significant production or post-production company because I believe that with my drive and enthusiasm to learn and succeed, I will be an asset to a team and organisation whilst also learning. I have been offered a place at a university although my preferred option is to gain experience in the workplace.

Summary of skills

Experience dealing with high profile clientele

- With experience in the hospitality industry I have learnt how to interact with customers, build trusted relationships and have gained clear understanding of food hygiene.
- At 'Lipsync Post' It is essential for the team to work together efficiently to provide the best possible service we can to the clientele.

Extensive knowledge of computer systems and software

- With basics skills such as Mac OS and Windows, and industry software such as Adobe Premiere Pro, I also have an understanding of Xytech, Adobe After Effects, Adobe Photoshop and Microsoft Office.

Organisation and time management

- My role as director on several paid promotional shoots involved managing a small team where time management (for budgetary reasons) was vital.
 - Whilst working as a waiter, with 400 covers a day, organisation between the team was critical.
 - My role as a runner has taught me how to carry out tasks effectively.
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Previous Employers

Lipsync Post, Soho, London

Temp Runner - June 2016 – September 19th 2016

- Looking after high profile clientele
- Working with new software such as Xytech
- Dispatch work
- Running hard drives across London
- Key holder and building operations
- Keeping the facilities neat and tidy
- Working as a team to problem solve
- Setting up grade suites with Baselight
- Helping with music and effect mixes
- Preparing for tours with clients
- Giving assistance on films and TV such as:
Mad to be Normal Brief Encounters
Sense of an Ending National Treasure
The Limehouse Golem

The Original Pasty House, Plymouth, Devon

Waiter - June 2015 – June 2016

- Looking after customers
- Dealing with and solving complaints
- Counting money and tills
- Food hygiene
- Dealing with contractors and stock orders

Education

Plymouth College of Art, PL4 8AT
UAL Level 4 Extended Diploma in Film,
TV and Media production

August 2014 – July 2016
A* A* A* / Distinction

Kelly College, Tavistock, PL19 0H7
GCSE Grades A* - C

September 2011 – July 2014
9 including Math's, English Language and
English Literature

Volunteer Experience

**Fund Raising committee for
St Anthony's Orphanage Zambia**
Board of Members – **March – November 2015**
EDF/ Gorgeous Advertising
Lead Production Assistant – **August 2015**
National Marine Aquarium
Camera Operator **June 2015**
Ocean Studios
Receptionist **June 2015**
Lipsync Post
Runner (Professional experience) **June 2015**
Gorgeous Advertising
Runner (Professional Experience) **June 2015**
LAMDA
Teaching Assistant **January 2013 – August 2014**

Memberships and Affiliations

BFI Member
Tate Gallery Member
Empire Magazine subscription
Total Film Magazine Subscription

Recent Projects

Kwacha **October 2015 – July 2016**
This was a documentary film I produced, directed and edited after my affiliation with the board of members for St Anthony's Orphanage, Zambia. Plymouth College of Art and Kenyan Airways sponsored me and the film will be released online in August 2016. I flew out to the orphanage, for children with HIV, in October 2015 to film for 2 weeks.

Exogenesis **March 2016 – June 2016**
I managed this project for 4 months, which I researched, produced, directed and edited. Several industry professionals were impressed by this short and have suggested that I enter it into film festivals.

References

Jennifer Fox
Front of House Manager
and Script Reader for Lipsync

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Vanessa McCarty
LAMDA examiner

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