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# MEERA MISTRY

I consent to you keeping my details on file and distributing for employment purposes.

## ABOUT ME

Travelling, meeting new faces and being able to work in different environments is why I love working as a freelancer. I have gained skills in various parts of production such as thinking instinctively, being patient and managing time-keeping. Therefore, I have developed experience in various film and television environments from production runner, junior researcher, logger to translator! Finally, with my strong background I have the all the skills as a Researcher for your next exciting new projects!

## KEY QUALITIES

**Super enthusiastic, a hard- worker always and very confident**

## DRIVING and QUALIFICATIONS

**Completed all BBC Mandatory Training**

**Full UK Clean Driving Licence (BBC Driving Declaration)**

**2016: Qualified Emergency first aid at work (Level 2)**

**2016: Health and Safety Course (RAW)**

**2012 – 2015: University of Roehampton, English Language and Linguistics**

## SKILLS

**Creating treatments/pitching ideas, data wrangling, general office maintenance, taking care of talent/crew, distributing scripts, excellent phone bashing, production/post-production paperwork, managing runner teams and transcribing/translating rushes and creating call sheets and organizing logistics for crew.**

## EMPLOYMENT HISTORY

**September - October 2018:**

**Production Manager: Rain Chapman**

**Runner/Driver/Wrangler – Billionaires (Series 2) and Secrets Beneath Britain**

Duties: Drive crew to locations and for drone filming, in charge of production paperwork i.e. release forms for contributors, data wrangling and rigging/de-rigging equipment.

**August 2018 - Present:**

**Junior Production Manager: Melissa Butcher**

**Transcriber/Translation – Body Bizarre**

Duties: Translation of Gujarati to English of rushes for the editors. Worked very tight deadlines and transcribing English when required. Sit in during the edits to finalise translations and time codes.

**July – August 2018:**

**Production Coordinator: Jess Panchani**

**Gallery Runner – BBC Sport (European Championships)**

Duties: Assist in the gallery and office, distributing scripts to crew and delegating tasks with the team i.e. printing schedules throughout the day.

**July 2018:**

**Production Coordinator: Charley Lines- Sutton**

**Runner/Driver – BBC Scotland (Nandini Das)**

Duties: Looking after the presenter and guest, lunch runs and general taking care of the crew. Assisting on location by arranging props to rigging equipment.

**June – July 2018: BBC Salford (Cbeebies)**

**Production Manager: Vicky Rhodes**

**Junior Researcher/Lead Runner – Yolanda's Band Jam**

Duties: buying/sourcing props/adding information to call sheets, looking after talent and working closely with producers/floor managers and production by keeping everything running smoothly and being the lead runner.

## OTHER PRODUCTION RUNNER CREDITS

**2018:** *Sledge, The Sky at Night (BBC), BBC Winter Olympics, Curve Media, BBC Commonwealth Games, Ferne and Rory's Vet Tales (Series 2), The One Show and PLP (IMG Studios), BBC Sunday Morning Live and 7Wonder.*

**2017:** *BBC Casualty, Taylor Made Media, Barcroft Productions Ltd, Tern TV, Big Deal Films, BBC Doctors, Alaraby TV, BBC The One Show, BBC Sunday Morning Live, Gil Films and Media, Raise the Roof Productions Ltd, Man Alive Entertainment Ltd, Johnny English 3: Reborn (Feature Film), Premiere League Productions (PLP) and Fern Britton Meets (BBC Salford).*

**2016:** *BBC Casualty, BT Sport/Sunset + Vine, Raise the Roof Productions, Crack it Productions, Studio Lambert, ITN Productions, 1Film Unit Ltd (Camera Rental Company), The Current War (Feature Film, The Weinstein Company).*

**2015:** *Loveline, Lion TV (US), TwentyTwenty TV, Pacific Productions Ltd and Somesuch.*

## REFERENCES

Available on request.