

INES MARTINS

RUNNER / PRODUCTION ASSISTANT

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Skills

- Project Management
 - Content Creation
 - Pre-Production Paperwork
 - Post-Production Editing (image, video and audio)
 - Research Skills
 - Organisational Skills
 - Attention to Detail
 - Punctuality / Time Management
 - Effective Interpersonal Communication Skills (written + verbal)
 - Administrative and Executive Support
 - Digital and Social Media Strategy
 - Adobe Creative Suite (InDesign, Photoshop, Premiere Pro, After Effects, Lightroom, Audition)
 - Canva
 - Google Workspace (Docs, Sheets, Slides, Analytics, Forms)
 - Microsoft Office (PowerPoint, Word, Excel, Teams, Outlook)
 - WordPress
 - Language: Portuguese (native), English (fluent), Spanish (fluent)
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Education

BACHELOR (HONOURS) CREATIVE WRITING, BUSINESS AND LAW
The Open University | 2021-2024

LEVEL 3 EXTENDED ASSOCIATES CREATIVE MEDIA (TV, FILM AND RADIO)
Bridgwater & Taunton College | 2016-2018

Work

RUNNER / PRODUCTION ASSISTANT
Freelancer | 2016 - Present

- Managed all phases of media production, from pre- to post-production, for projects that included music videos, promotional campaigns, on-location shoots and studio sessions;
- Completed key pre-production documentation (e.g. location agreements, health and safety forms, budgets, risk assessments, storyboards, shot lists, call sheets);
- Handled administrative duties related to production management, including scheduling, client and team meetings, scouting and location and equipment bookings;
- Assisted in caring for on-set talent and green room organisation [including delivering food and drinks];
- Worked during production as an assistant camera operator and production assistant for the location team;
- Assisted post-production team, working alongside editors to maintain files and footage organised, developed hands-on experience with Adobe Creative Suite.

ADMINISTRATIVE ASSISTANT
Paiveng | 2012 - 2015

- Managed office operations including client communications, scheduling and document organisation;
- Developed strong time management and prioritisation in a fast-paced environment;
- Executed key admin duties: responding to emails and calls, greeting clients, managed appointments, filing (paper and online) and processed invoices;
- Established a strong foundation in business and administration, professional communication and meticulous attention to detail.