

# SWETANK VAMAN TELANG

## PRODUCTION RUNNER

☎ +44 7741 935 204 | ✉ [telangswetank@gmail.com](mailto:telangswetank@gmail.com) | 🔗 [linkedin.com/in/swetanktelang](https://www.linkedin.com/in/swetanktelang)

Willing to relocate across the UK

No Driving License

---

### PERSONAL PROFILE

Passionate and highly motivated aspiring production professional with hands-on experience in television and media production. Transitioning from an engineering background, I bring strong problem-solving abilities, organization, and adaptability to dynamic production environments. Adaptability is one of my biggest strengths, whether it involves handling last-minute requests, setting up supplies, or communicating updates to the team. Helping team and relieving their stress by taking on so-called trivial—but truly essential—tasks make me happy. The soul satisfaction I get from supporting and assisting the team without wanting any credit but just the project's success in the end is indescribable and heavenly.

---

### KEY SKILLS & COMPETENCIES

- **Production Coordination:** Assisting with call sheets, scheduling, liaising with crew, and supporting shoot logistics.
  - **Organizational & Time Management:** Ability to multitask and prioritize in fast-paced environments, organising file work and categorising-labelling.
  - **Technical & Equipment Handling:** Experience with teleprompters, lighting adjustments, charging & preparing kit for shoot.
  - **Logistics & Administration:** Booking travel and accommodations, maintaining production paperwork, arranging pick up for talent.
  - **Communication & Teamwork:** Comfortable liaising with stakeholders, reporting from set to studio and back, ensuring smooth collaboration across departments.
  - **Problem-Solving & Initiative:** Quick thinking on set, adaptable to changing production needs.
  - **IT Proficiency:** Skilled in Microsoft Office (Excel, Word, Outlook, PowerPoint, Projects) and keen to learn Movie Magic Budgeting for Productions.
- 

### Production Runner Intern

Creative Media, University of Birmingham | Mar 2024 – Apr 2024 (6 weeks, Unpaid)

- Carried out administrative tasks including data entry, circulating messages, and coordinating crew schedules.
- Copied rushes to hard drives as per shoot dates to ensure secure footage handling.
- Assisted with carrying and setting up equipment for UoB films, attending phone calls as first point of contact from the Production Department.
- Set up teleprompters for talent and helped manage shoot schedules.
- Adjusted lighting angles quickly under DOP's guidance to accommodate sudden weather changes (rain), ensuring continuity during filming.

- Charged and prepared batteries and essential equipment daily, readied kit.
- Ran errands between set and production office for urgent needs during shoots.
- Arranged refreshments and meals for the crew, ensuring a comfortable and organized work environment.

**Dailies Experience, Runner Crew – "City Hero" July 2024 (3 days, Voluntary - Unpaid)**

**Co-Creator Assistant May 2024 – Jun 2024 (3 days – Paid)**

**Production Assistant Oct 2023 – Nov 2023 (1 month, Voluntary – Unpaid)**

**University of Birmingham, UK**

- Arranged transport and coordinated logistics, ensuring seamless operations on set.
- Organized and distributed call sheets, scripts, and notices to cast and crew.
- Maintained communication between departments for timely updates and task execution.
- Copying call sheets, story boards, distributing them. Calling talents, grip, floor runners.

---

## EDUCATION & QUALIFICATIONS

MA in Film and Television: Research and Production

University of Birmingham | December 2024

Masters of Business Administration

Sikkim Manipal University, India | 2010

BE in Mechanical Engineering

Hemchandracharya North Gujarat University, India | 2007

---

## CERTIFICATIONS & TRAINING

- BAFTA ALBERT Certified
- **ScreenSkills:** Sustainability for the Screen Industries | Unconscious Bias Awareness | Inclusive Hiring | Diversity, Equity & Inclusion | Mental Health Awareness at Work | Risk Management of Productions | Work well series | ScreenSkills Training Passport | Tackling harassment and bullying at work | Safeguarding for all: basic awareness for the screen industries | Getting into the screen industries | Introduction to sustainability for the screen industries.
- **Languages:** English (IELTS 7.5), Hindi, Gujarati, Marathi

---

**References available upon request.**

**GDPR STATEMENT** I consent to my CV being kept on file and shared for employment purposes in compliance with GDPR regulations.