

Nabilah Setiawan

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Dedicated graduate from the London Screen Academy with an accomplished portfolio in short-form work, building my career towards production and development. Passionate in assisting others and being part of a team that strives to create. I'm enthusiastic about completing administrative tasks to a high standard and take pride in seeing the impact of a successful pre-production process.

RELEVANT WORK EXPERIENCE

'Embankment' — *Production Shadow/Runner*

Apple TV+

Jan 2025

- Participated in the organisation of various crew and stunt contracts.
- Engaged in booking travel and accommodation for cast and crew.
- Assisting in the smooth running of the set with the crowd AD.

PORTFOLIO

Chelle (Short Film) — *Production Manager*

BFI Specialist Course: Production Management

July - Aug 2025

- Sourced and secured locations while documenting potential hazards.
- Amended stripboards, adapting to cast availability.
- Delivered and presented a pitchdeck through Canva.

7 O'Clock News/Silent Night (Music Video) — *Production Assistant*

Feb - May 2025

- Monitored expenses and equipment usage through Google Sheet logs.
- Maintained sustainability practices alongside Health and Safety regulations.
- Adapted production requirements with various contingency plans.

The Secret Menu (Short Film) — *Producer*

BFI Young Film Academy

Oct - Dec 2024

- Crafted call sheets and script breakdowns.
- Documented production meetings including crew suggestions and ideas.
- Supported crew in need of running on set floor.

Burnout On Monday (Animated Short) — *Producer/Animator*

Feb - May 2024

- Multi-tasking under pressure for a strict deadline.
- Scheduled free time outside of school hours to complete unfinished tasks.
- Prioritised animating multiple scenes a day, adhering to daily goals.

Culturally Queer (Short Documentary) — *Director/Producer*

Feb 2024

- Orchestrated the shoot through risk assessments and location recce.
- Guided the cinematographer and cast to align their vision to the script.
- Problem solved scheduling conflicts.

IT PROFICIENCIES

Google Suite

Microsoft 365

Creative Cloud

Mac Interface

Final Draft

DocuSign

EDUCATION

BFI Young Film Academy

Oct 2024 - Jan 2025

- NCFE Level 2 - Preparing to Work in the Film Industry

London Screen Academy

Sep 2023 - May 2025

- UAL Level 3 Extended Diploma in Creative Practice
- A-Level English

Barking Abbey School

- 9 GCSEs at A including English and Maths

GDPR STATEMENT

This CV may be kept on file and distributed for employment purposes.

REFERENCE

Available upon request.