

# Ela Kazim

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## **Summary**

Possess strong organisational and communication skills that enhance team efficiency. Excel in multitasking and problem-solving, ensuring smooth production workflow. Adapt quickly to new challenges and collaborate effectively with diverse teams. Dedicated to contributing positively to project success.

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## **Experience**

### **Studio Runner**

Versa Studios | London | September 2025 - September 2025

- Assisted studio and production teams with daily operational duties.
- Helped prepare and organise studio spaces ahead of filming sessions.
- Supported production crew with set adjustments and last-minute requirements.
- Maintained clear communication across departments to ensure efficient running of live studio activity.
- Demonstrated flexibility and teamwork under high-pressure conditions while meeting tight deadlines.

### **Admin Assistant**

Hunters Estate Agents | Lee | August 2023 - September 2025

- Developed transferable organisational, marketing, and client management skills in a fast-paced environment.
- Strengthened communication and multitasking abilities, ensuring tasks were completed under pressure.

### **Production Assistant**

Versa Studios | London | April 2025 - May 2025

- Supported the House Production Team with daily on-set duties.
- Assisted with press shoot coordination on launch day.
- Replenished and organised house supplies pre-launch.
- Provided hands-on support to the design and production teams under tight deadlines.

### **Production Assistant**

BalletBoyz | February 2025 - February 2025

- Assisted with set preparation and managed equipment to ensure efficient shoot operation.
- Supported the crew and performers throughout the day, adapting quickly to changing requirements.
- Maintained clear communication across departments to keep production on schedule.
- Gained direct experience working on branded content/commercial-style shoots.

### **Teaching Assistant**

Danson Primary School | June 2022 - July 2022

- Built teamwork, communication, and problem-solving skills while managing groups in a busy classroom environment.
  - Maintained student safety inside and outside classrooms in line with school safeguarding policies.
  - Provided one-to-one support to pupils requiring additional help, enhancing their learning outcomes.
  - Established positive relationships with students, leading by example and responding appropriately to classroom needs.
  - Cleaned and organised classrooms before lessons and cleared afterwards.
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## ***Skills***

- Set design
  - Stage management
  - Production coordination
  - Team collaboration
  - Communication skills
  - Time management
  - Equipment handling
  - Problem resolution
  - Client engagement
  - Calm under pressure
  - Prioritising tasks
  - Quality Control
  - Budget management
  - Deadline orientation
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## ***References***

References available on request.

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## ***Education***

**Production Arts:** costume and fashion design, set design, stage management, lighting, sound

The BRIT School | Croydon | 10/2025

- Studied key disciplines within Production Arts including costume and fashion design, set design, stage management, lighting, and sound.
- Developed strong creative, organisational, and technical skills through hands-on practical learning.
- Gained experience in team collaboration, problem-solving, and managing live productions under pressure.
- Built confidence in both creative design and backstage technical work, learning to adapt to different production needs.
- Enhanced understanding of the full production process - from initial concept and design to live performance execution.
- Key productions worked on include: Coriolanus (Shakespeare) - Set Designer; Dracula - Assistant Stage Manager.
- Coursework in Production.
- Extended Level 3 Graduate

**GCSE:** English, Maths, Science

Blackfen School For Girls | 07/2023

GPA: 8 GCSE grades 3-4

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## ***Languages***

English:

C2

Turkish:

B2

Proficient

Upper Intermediate

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## ***Driving licence***

- Category B