

# Tushita Sivaroshan

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## ABOUT ME

I am a recent graduate working towards a career in live event production management. I have experience as a production runner and skills in building stage decks, installing truss, lighting, video, and audio equipment. I am familiar with health and safety at work regulations including LOLER, PUWER, EAWR, CDM, PPE, and Work at Height Regulations (2005). I thrive in fast-paced environments, working efficiently with people from different roles and backgrounds. I can maintain a positive attitude and stay organised throughout long event days. I am a quick learner, resilient, and very adaptable. I am not afraid to get my hands dirty and will work hard to contribute wherever I can.

## EDUCATION

**University of Leeds, England, UK**

**Sep 2022 – Jul 2025**

BSc in Biological Sciences

2.2 Degree Classification

## RELEVANT EXPERIENCE

**Head of Operations, Leeds University Rocketry Association (LURA)**

**Jun 2024 – Jul 2025**

- Served as 1 of 3 on the board of LURA, supporting the delivery of 4 projects, directing a 36-member team, strengthening organisational processes, and resolving challenges.
- Managed a budget of £30,000 using Microsoft Excel and raised purchase requisitions through SAP.
- Led LURA's marketing strategy, redesigning the website in WordPress and achieving 11,915 Instagram views and 10,862 LinkedIn impressions, 120% up from the previous year.
- Coordinated all logistics for LURA, including booking transportation, accommodation, meeting rooms, preparing detailed procedures for complex launch missions, and conducting risk assessments.
- Liaised with 4 Heads of Schools, Health and Safety, Finance, and Outreach departments within the Faculty of Engineering and Physical Sciences to secure funding and ensure compliance with relevant legislation.
- Formalised existing sponsorships and negotiated 15 tailored contracts with international companies.

**Production Assistant, Leeds International Piano Competition**

**Aug 2024 – Sep 2024**

- Delivered seamless end-to-end coordination for 9 international jury members and artist managers, creating personalised itineraries and providing personal assistance during a 2-week competition period.
- Assisted Livewire Pictures with live-broadcast production, preparing daily running orders and coordinating the filming of B-roll, vox pops, and live interviews.
- Incorporated monday.com CRM to maintain comprehensive records for 9 jury members, 65 competition participants, 5 venues, and over 50 technical and streaming crew members.
- Collaborated with the University of Leeds and St. George's Hall in Bradford to book venue spaces, arrange catering and porter services, and coordinate technical and stage setup.
- Managed VIP dinner arrangements for up to 20 attendees, coordinating with restaurants, taking pre-orders, and chaperoning guests.

**Operations Manager, TEDxUniversityofLeeds**

**Apr 2023 – Sep 2023**

- Procured customised promotional materials for 150 attendees, acting as an intermediary between the internal creative team and vendors, conveying design specifications and handling invoices.
- Collaborated with the Leeds University Business School to manage a budget of £15,000 and liaised with stage@leeds and NEXUS for venue bookings, catering arrangements, ticketing, and technical setup.

## ADDITIONAL EXPERIENCE

**Customer Experience Assistant (Bar Team), Leeds Heritage Theatres**

**Nov 2025 – Present**

- Working across 2 theatre venues, the Leeds Grand Theatre and City Varieties Music Hall, delivering excellent customer service and engaging with over 100 customers per shift.
- Maximising income generation through upselling, managing revenues of up to £1,000, handling cash and card payments.
- Maintaining stock in the bar and ensuring the cleanliness of surfaces and equipment in compliance with COSHH and Food Safety and Hygiene standards.

- Project Assistant, Precimeasure UK Ltd** **Aug 2025 – Present**
- Spearheading the UI development for a new asset maintenance software, designing visual mock-ups with Canva and presenting these to the company Director and software developers for feedback.
  - Collaborating with software developers to assess the feasibility of UI designs in relation to the project timeline and adjusting them accordingly.

- Retail Assistant, Primark Leeds Trinity** **Oct 2025 – Nov 2025**
- Replenished stock in 12 departments across 3 shop floors and conducted maintenance of shelves and rails to enhance product visibility.
  - Scanned product barcodes to identify promotions/markdowns, labelled and organised products in designated sections.

- Bar Staff, First Direct Arena Leeds** **Oct 2024 – Oct 2024**
- Served over 100 customers per shift, performed ID checks, and processed card payments whilst preparing and serving alcoholic/non-alcoholic drinks, packaged snacks, and hot food.
  - Maintained composure during high-traffic periods and handled challenging customer interactions, raising issues to a supervisor where necessary.
  - Stocked and cleaned the bar before event start, during low-traffic periods, and after closing.

- Wristbänder (Latitude Festival), Festival Republic** **Jul 2024 – Jul 2024**
- Provided excellent customer service, warmly welcoming over 300 family campers per shift and ensuring a smooth event entry experience.
  - Inspected the authenticity of over 500 digital and physical tickets per shift and issued appropriate wristbands, ensuring a comfortable fit for children, adolescents, and adults.
  - Implemented safety protocols at the festival, restricting entry to lone male guests and unaccompanied teens or children, ensuring a secure environment for all attendees.

- Cloakroom Attendant, Leeds Beckett Students' Union** **Nov 2023 – Nov 2023**
- Welcomed up to 100 customers each event, processed card payments, and managed the cloakroom space efficiently during high-traffic periods.

## **CERTIFICATIONS & QUALIFICATIONS**

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<b>Festival &amp; Event Crewing Skills Bootcamp, Academy of Live Technology</b>	<b>Mar 2026 – Present</b>
<b>Action Counters Terrorism Awareness, Counter Terrorism Policing</b>	<b>Mar 2026 – Present</b>
<b>Emergency First Aid at Work, Highfield</b>	<b>Mar 2026 – Present</b>
<b>Mental Health Awareness at Work for Workers, HSQE Ltd</b>	<b>Mar 2026 – Present</b>
<b>Level 2 Food Safety and Hygiene for Catering, Virtual College</b>	<b>Jan 2026 – Present</b>
<b>Fire Safety, British Safety Council</b>	<b>Sep 2025 – Present</b>
<b>Manual Handling, British Safety Council</b>	<b>Sep 2025 – Present</b>

## **SKILLS**

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WordPress | Inkscape | Canva | monday.com CRM | SAP Purchase Requisitions | KeyTravel | DokuWiki | Slack | DocHub | Microsoft 365 | Google Workspace |