

JYOTI DEVASHETTY

RUNNER / PRODUCTION ASSISTANT

CONTACT

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- 🏠 Reading / London

SKILLS

- **Full clean UK Driving Licence (manual)**
- Microsoft & Google Suite
- Event and logistics coordination
- Scheduling and diary management
- Document control and version tracking
- Budget and invoice tracking
- Languages: English, Hindi, Kannada

CERTIFICATIONS

- ScreenSkills Training Passport (Film & TV) – Feb 2026

EDUCATION

- BSc Accounting & Finance - University of Southampton 2021
- A-Levels: Drama, Maths, Economics, Physics
- 11 GCSEs including Maths (A), English (B)

PROFILE

I am a professional transitioning into Film & TV Production, looking to start my career as a Runner or Production Assistant. I'm passionate about understanding the behind-the-scenes planning and coordination that brings productions together, and I'm eager to bring strong organisation skills, reliability, and work ethic to gain hands-on production experience.

PROFESSIONAL EXPERIENCE

Management Consultant

Capgemini, London | 2021 - 2025

- Coordinated schedules, meetings and logistics across various teams.
- Managed documents, trackers and briefing packs.
- Monitored project deadlines & priorities, keeping activities on track and flagging issues early.
- Supported workshops and events by handling room setup, materials and attendee organisation.
- Handled time-sensitive ad-hoc tasks.
- Created clear communications to share key updates with various audiences.
- Tracked basic budgets and invoices.

Marketing & Events Assistant

University Punjabi Society, Southampton | 2020 - 2021

- Assisted with live event setup, front-of-house support and on-the-day operations.
- Supported audience management & practical event logistics.
- Sourced and organised materials required for events.
- Adapted quickly to last-minute changes and problem-solving during busy events.

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