

**DEVIKA PURI**  
**RUNNER**  
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## PROFILE

I am an enthusiastic, resourceful and efficient individual with a demonstrable aptitude for detail and accuracy in all areas. I have a 'can-do' attitude and strong work ethic to complete all tasks to a high standard. I have the stamina and drive to see all projects through to completion in a challenging and fast-paced environment. I have strong time management skills, am reliable and have good teamwork and communication skills.

## KEY SKILLS & EXPERTISE

- Previous running experience in Film Production & Post Production
- Educated to degree level in Film & Television
- 2½ years of retail customer service experience with the ability to communicate effectively with customers, work colleagues & managers
- Ability to work individually & in a team
- Full clean UK driving licence (Since Dec 2007)
- Experience of independently drafting a range of documents including letters & e-mails
- Proficient in Microsoft Word, Excel, PowerPoint & Outlook
- Ability to be flexible & quickly adapt to changing priorities & requirements with ease
- Strongly acknowledge the need for confidentiality, sensitivity & co-operation
- Enhanced CRB Check (Sep 2006)
- Can speak German at intermediate level
- Some knowledge of Final Cut Pro, Avid & Adobe Photoshop
- Can use WordPress

## FILMOGRAPHY

| Production              | Year | Medium | Role                 | Production Company          |
|-------------------------|------|--------|----------------------|-----------------------------|
| Paddington              | 2014 | Film   | Work Experience      | Marmalade Films Ltd.        |
| Katherine of Alexandria | 2014 | Film   | Runner               | KOA Ltd.                    |
| Across the River        | 2012 | Film   | Production Assistant | Penguins with Freckles Ltd. |

## EMPLOYMENT HISTORY

**Red Bee Media @ Channel 4 – Runner Pool** **May 2014 (Ongoing)**

**Relaxa UK Ltd. @ Elstree Studios – Research, Marketing & Account Support Executive** **May 2012**  
**Responsibilities** **(Ongoing)**  
**(Part-time)**

- Email clients, research companies, gather employee data, create spreadsheets, email promotional campaigns to prospective clients, put together & send out health screening kits, assist with administration of bookings.

**Prime Focus Broadcast UK – Runner** **Jun 2013**  
**Responsibilities** **(1 day – Freelance)**

- Performed deck & drive runs, served food and beverages to clients, cleared suites of crockery & cutlery, kept kitchen clean & tidy.

**KOA Ltd. – Runner** **Oct 2012**  
**Responsibilities** **(8 days – Freelance)**

- Assisted with set building, painting, dressing & atmospheric effects, fetched & made props, distributed snacks & drinks to cast & crew.

**The Creative Partnership – Runner** **May 2011**  
**Responsibilities** **(1 day – Freelance)**

- Delivered packages to media companies, took cheques to the bank, kept communal areas clean & tidy, client hospitality.

### **Argos – Customer Advisor**

**Jun 2008 to Dec 2010  
(Sat & Sun)**

#### **Responsibilities**

- Sold, exchanged & refunded products, insurances & home deliveries on the tills, sent faulty products away for repair, served customers on the collection counter, picked products off the stockroom shelves, put away good stock, damaged off defective stock.

## **WORK EXPERIENCE HISTORY**

### **Marmalade Films Ltd. – Paddington Bear Film – Production Office**

**Sep 2013 to Oct 2013  
(3 days)**

#### **Responsibilities**

- Assisted with inserting script revisions into shooting script, filing purchase orders, mail handling, running duties.

### **Blavo & Co Solicitors – Administration**

**Aug 2012 to Sep 2012  
(8 days)**

#### **Responsibilities**

- Typed, photocopied, scanned, faxed, printed & filed documents, organised case files, performed research specific to clients' cases, client hospitality, made telephone enquiries, mail handling duties (logging, sorting, stamping, franking, taking, collecting, opening & distributing), legal transcription, stationery & promotional stock counts.

### **Relaxa UK Ltd. at Elstree Studios – Research & Marketing Support Executive** (See 'EMPLOYMENT HISTORY' Section)

**Mar 2012 to Apr 2012  
(8 weeks)**

### **App Play Ltd. – Intern**

**Oct 2011 to Nov 2011  
(2 weeks)**

#### **Responsibilities**

- Data entry, performed QC checks on videos, collected the post, answered the telephone, printing, sent emails, booked airport transfers.

### **Penguins with Freckles Ltd. – Production Assistant**

**Sep 2011 to Oct 2011  
(1 month)**

#### **Responsibilities**

- Delivered rushes & equipment, crowd control, kept production base clean & tidy, looked after the petty cash, drink & snack runs, assisted with organising lunch.

## **EDUCATION HISTORY**

### **Brunel University – 2:1 BA Honours in Film & Television Studies**

**Sep 2007 to Apr 2010**

### **Watford Grammar School for Girls**

**Sep 1999 to Jun 2006**

– **A-Levels** – German (B), Business Studies (B), Biology (B).

– **AS Level** – Chemistry (C).

– **GCSEs** – Mathematics (A), English Language (B), English Literature (A), Science: Double Award (AA), German (A\*), French (A), Geography (A), Information & Communication Technology (A), Design & Technology: Food Technology (A\*).

## **EXTRACURRICULAR ACHIEVEMENTS AND PERSONAL INTERESTS**

- Young Enterprise Co. Director gaining Credit in Level 2 Certificate in Enterprise **Sep 2004 to Apr 2005**
- Grade 5 Theory of Music (The Associated Board of the Royal Schools of Music) **Nov 2000**
- Watching films, dramas, comedies & documentaries, music, cooking.

**REFERENCES AVAILABLE ON REQUEST**