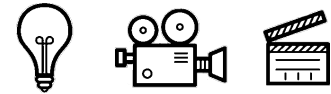


# SIMRUNJEET MUNDEY

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## RESEARCHER

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07765020741

## PROFILE

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- Extensive experience in Broadcast & Media (including; TV, Corporate Online Video, Social Media & Events) – Working for BBC, Maverick TV, BritAsia TV, CPL, Ember Television.
- Outstanding interpersonal, organisational and administration skills – Providing support on day-to-day production activities; Pre-production, Researching, Liaising with Producers & Directors, Finding & organising contributors, working with the public, Casting assistant, Street-casting/Flyering, Talent management, Booking resources/facilities, Setting up and assisting on shoots, Supporting team – on location/in-office, Transcription, Maintaining media management systems (BBC), Logging & sending digital assets for archiving (BBC), Scheduling meetings, Backing-up footage / Data Wrangling, Sourcing information, content/media, Maintaining spreadsheets (logs), Booking travel & accommodation, Hiring kit for shoots, Rough cut/Edit-prep, Office management and General production duties.
- Technical Skills - experienced in shooting; Camera, sound, and editing (Final Cut Pro).
- Excellent IT Skills – proficient in Windows & Mac OS, Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Creative Suite, iSite and iBroadcast (BBC), Content Management and CRM systems.
- Ability to work in a fast pace environment and under pressure - Reliable, organized, pro-active, team player.

## WORK HISTORY

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**Production Assistant – CPL Productions – (“Married at first sight” – Channel 4) 28<sup>th</sup> Aug – 7<sup>th</sup> Sept 2018**

Working as part of the Casting team to help promote the show, and source potential contributors. I travelled around Bristol, Bath and Cardiff to cast potential single men and women looking to settle down, and be entered into an application process, where they could be scientifically-matched, and potentially married at first sight. I assisted on-set during two “Science days” - liaising with contributors, hospitality, organisation, paperwork etc. I also edited various contributor recce videos (using Premiere Pro), to produce short, yet informative videos.

**Digital Content Assistant – BBC – (BBC Academy) - Birmingham 30<sup>th</sup> August 2016 – 28<sup>th</sup> April 2017**

Providing support across the Digital Content Team – Backing-up AV and Audio (podcast) content onto external drives, and sending it through to BBC Archives. Keeping record of all the content produced, and organising asset deliverables - as they are published. Including video, audio (podcasts), images, and locations on hard drive/shared drive. Transcribing multiple videos, and converting files to be compatible for uploading to iBroadcast – ready for publishing. Editing and rendering various videos in Final Cut Pro, for publishing on the BBC Academy website (iSite/iBroadcast).

**Locations Assistant / Runner (“Bizarre ER”) – Maverick TV 8<sup>th</sup> June – 12<sup>th</sup> August 2016**

Assisting PD on location at Warwick Hospital, to find and capture the strangest, most intriguing and funniest cases – in the A&E department. Approaching potential contributors and obtaining Release Forms. Backing-up footage / Data Wrangling (Nexto). Maintaining positive relationships with hospital staff. General Runner duties.

**Runner – CrackIt Productions 25<sup>th</sup> – 26<sup>th</sup> April 2016**

Street-Casting for an ITV1 Prime time, family food programme – Flyering and engaging peoples’ interest in the show. Travelled around different areas in Birmingham (City Centre, Harbourne, Sparkhill, Soho Rd, Solihul) to engage people from different backgrounds.

**Assistant – Cancer Research UK 22<sup>nd</sup> June – 17<sup>th</sup> July 2015**

Organization of donated stock, labeling/tagging/pricing and steaming, ready for sale. Using computer database to set-up Gift Aid for customers, and print labels for Gift aid donations. Using the till to serve customers.

**E-Channel Administrator (14 Hours a week/ Flexible /Temp) – First Utility 30<sup>th</sup> Nov 2013 – 10<sup>th</sup> Nov 2014**

- Technical – using multiple applications to resolves customer enquires and issues (incl. Salesforce & MaxCare)
- Clients/Customer Relations - Problem Solving skills / IT Computer skills

**Backstage Assistant & Model Dresser – Birmingham International Fashion Week 2013 9<sup>th</sup> – 10<sup>th</sup> March 2013**

2-Day Event (live) – Assisted designers to style outfits with shoes & accessories and dressed models backstage for four different runway shows, on day 1, and 5 runway shows on day 2.

**Production Assistant – BritAsia TV****3<sup>rd</sup> Oct 2012 – 4<sup>th</sup> Jan 2013**

- Assisting on various shoots (Organising/carrying and delivering equipment)
- Assisting with edit work (Creating Rough copy/edit prep in Final Cut Pro)
- Event work assistance at Music Concert & Awards Ceremony – Backstage Assistant/Runner (Talent Management & Ticket/wristband distribution), Flyer distribution (Event marketing / Promotion).
- Camera & Sound Operator / Recording Voiceover / Booking Talent/Guests
- Transferring footage to and from Hard-Drives
- Producing & uploading graphics for web/interactive services
- Strong Organisational/Computer Skills.

**Production Assistant / Social Media Intern - Ember Television****2nd Nov – 16<sup>th</sup> Dec 2011**

- Assisting on various shoots (Organising & setting up equipment)
- Sourcing Contributors / organising release-forms / researching, and sourcing image/audio content
- Hospitality, Transcription, transferring footage to and from Hard-Drives
- Social Media Marketing/Management – creating a Social Media strategy (using Facebook, Twitter, YouTube etc.)
- Technical – Camera & Editing / Strong Organisational/Computer Skills

**Development Researcher - BBC Development - (Birmingham)****12<sup>th</sup> Sept – 27<sup>th</sup> Sept 2011**

Brainstorming ideas, researching and developing potential Television Show ideas. Producing Proposals, ready to present to Executive Producers, for potential commissioning. Areas of focus: Documentaries (Ob-Docs, History, Fly-on-the-all etc.), Factual Entertainment (Reality TV, Game-Shows, Lifestyle etc.)

**Social Media Intern - Mind Space Meditation****25<sup>th</sup> May – June 3<sup>rd</sup> 2011**

Carrying recording equipment to & from shoot, Camera & Sound operator, Social Media Marketing – promotion of online Video content – through Social Media Platforms.

**BROADCAST CREDITS**

Locations Assistant	<i>"Bizarre ER"</i> (E4)	Maverick TV	Jun – Aug 2016	Documentary (Ob-doc)
Edit Assistant	Commercial for Channel	BritAsia TV	Jan 2013	Ad - SingleSikhs.co.uk
Production Assistant	<i>"InDemand"</i>	BritAsia TV	Nov 2012 – Jan 2013	Music Request Show (x5)
Production Assistant	<i>"Word on the Street"</i>	BritAsia TV	Dec 2012	Current Affairs Vox-Pops Show
Camera & Sound Op.	<i>"Runway"</i>	BritAsia TV	Dec 2012	Fashion & Make Up Show (x1)
Talent Management & Backstage Assistant	BritAsia TV Music Awards 2012	BritAsia TV	Oct 2012	Music Awards Show

**EDUCATION**

Birmingham City University	MA Global Media Production	2011 - 2012	Commendation
Coventry University	BSc(Hons) Digital Media Production	2007 - 2010	2:2
Warwickshire College	BTEC National Diploma – Software Development	2005 - 2007	3 Distinctions (Full UCAS Points)
	City & Guilds - Level 2 Diploma for IT Users E-Quals;		IT Principles (D), Spreadsheets (P), Word Processing (P)

**REFERENCES AVAILABLE ON REQUEST**