

DENISA I. CANTOR

A highly motivated and passionate Junior Producer with a wide range of skills in production, pursuing a career in the creative industry and determined to make an impact in the workplace.

EXPERIENCE

Maia Films (Formerly Spectrecom), London — Associate Producer

MARCH 2020

- Taking projects through their life cycle, coordinating the activities of creatives, crew and editors.
- Overseeing budgeting, scheduling and planning.
- Creating and managing timelines.
- Producing both location and studio shoots.

Maia Films (Formerly Spectrecom), London — Production Assistant

MARCH 2019 – MARCH 2020

- Taking projects through their life cycle, coordinating the activities of creatives, crew and editors.
- Overseeing budgeting, scheduling and planning.
- Creating and managing timelines, assisting the Head of Production with managing the filmmakers' and editors' schedule.
- Hiring and internally booking kit for shoots.
- Being on set as a production assistant or producer.
- Sourcing and booking freelancers.
- Researching and booking locations, obtaining filming permits.
- Obtaining carnets for international shoots.
- Arranging accommodation and transport in the UK and in international locations, acted as a designated production assistant for a month-long international shoot that filmed a road trip through numerous countries in Europe.
- Sourcing Visas for African countries while assisting on a Tusk Trust project.
- Booking talent, arranging buy out and payment terms, raising POs, drafting release forms.
- Researching and organising props and costumes, working in reception.
- Assisting with office management tasks, QCing videos, organising data in excel.
- Running errands, arranging couriers, setting up and packing up equipment.

HappyMC, London — Runner

NOVEMBER 2018

- Prop making and handling, arranging lunch for cast.
- In charge of hot beverages, making sure the crew was taken care of.

Spectrecom Films, London — Production Work Experience

OCTOBER 2018 - NOVEMBER 2018

- Assisting with office tasks and being the production assistant on set.
- Researching and organising props and costumes, answering phone calls, light office work.
- Transportation reservations, researching health and safety locations for international shoots.
- Spell checking materials, sourcing stills from footage, organising data in excel.

SKILLS

Software

Farmer's Wife, MS Office Suite, G Suite, Premiere Pro (Basic Knowledge)

Personal

-Fast learner and flexible, I can quickly adapt to professional environments.

-Good leadership and cooperation skills.

-Great time management and organisational skills.

-Excellent analytical skills, able to identify and solve problems efficiently.

-Great interpersonal skills, I am able to communicate clearly and to actively listen.

-Able to work to a deadline and within a budget.

-Practical knowledge of cameras and ability to frame and compose shots.

Training

- *Leadership and Communication*, Maia Films, 2019

- *Production Management*, London Film Academy, 2018

- *Communication & Assertiveness*, 2016

- *Presentation Skills*, 2016

- Running errands, setting up and packing up equipment.

EDUCATION

University of East Anglia, Norwich — *BA Film and Television Studies*

2015 - 2018

Television production module taught me to create a TV programme.

- Was part of a team of four; we had to come up with an idea, write a script, find cast and crew and completing production paperwork.
- Was the floor manager; successfully managed the camera crew and cast during the live show.

Saint Sava National College, Bucharest, Romania — *Romanian Bacculaureate*

2011 - 2015

Achieved the equivalent to As in Mathematics, Chemistry and B in Romanian.

PROJECTS

Dweller, Boleskine Pictures, Scotland — *1st Assistant Director*

Involved in the production of a short SCI-FI movie.

- In charge of organising the filming day and tracking daily progress.
- Responsible of preparing the call sheets and sending it to the cast and crew.
- Effectively kept every department on schedule during filming.
- Ensuring communication between the director and the other departments.
- Responsible of filling in the camera reports.
- Efficiently solved unexpected problems.

Stamped, Epic Ideas, Brasov, Romania — *Production Assistant*

During the summer of 2016 I took part in a short movie produced for a 48 hour film competition.

The film won best film in the competition, after that it was shown in Filmalooza where it was highly appreciated. It was also shown at the Cannes festival.

- Brainstormed story ideas with the team.
- Was in charge of participant release forms and managed extras.
- Wrote the English subtitles for the film and printed the posters.

LANGUAGES

English, Romanian

INTERESTS

On my free time I love baking and cooking. I also enjoy skiing, swimming and board games.

I love travelling and I am a big fan of theme parks, my favourite being Universal Studios.

REFERENCES

References available on request.