

SREEJITH NAIR

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Work Experience

- Page – CBS Guest Relations, Beverly Hills & Studio City, CA** **Mar. 2017 – Present**
- Production - Escorting audiences into the television stages for *The Price is Right*, *James Corden*, *Family Feud*, etc.
- Intern – Zero Gravity Management, Santa Monica, CA** **Feb. 2017 – Apr. 2016**
- Heavy script coverage, general office tasks, making runs, answering phones
- Temporary Clerk Floater – Warner Brothers Studio Facilities, Burbank, CA** **Nov. 2016 – Dec. 2016**
- Central Mail Delivery – Delivering packages to production offices and sound stages all over the lot
- Intern – Producers Guild of America, Beverly Hills, CA** **Sept. 2016 – Nov. 2016**
- Managing the front desk, answering phones, taking deliveries, updating Excel sheets of PGA members, organizing screener events and seminars, editing Q&A videos, editing articles for the PGA magazine
- Intern – 2656 Marketing, Los Angeles, CA** **Mar. 2016 – May 2016**
- Graphic Design - Create a brand for the company, re-create the company logo, design templates for PowerPoint presentations, and design business cards for the staff
 - Market Research - Research data from social media and electronically entering data into Excel sheets
- Programming Coordinator – Chicago South Asian Film Festival, Chicago, IL** **Mar. 2015 – Oct. 2016**
- Communication - Emailing filmmakers to confirm their film selections and answering questions
 - Data Entry - Create, update and maintain the Festival database of over 100 submitted and invited entries using Google Docs and Excel sheets
 - Production - Being an active team member at the 6-day Film Festival and help with all programming needs including filmmaker or technical assistance

Production Experience

Film	Roles & Duties	Date
<i>Powerless</i> The CW TV Show – Warner Brothers	Day Player Sound lockdown, load equipment, check-in extras	Mar. 2017
<i>Bill's Leaving</i> Short Film – Tiny Beard Productions	Set Production Assistant Load equipment, organizing craft services, making runs	Nov. 2016
<i>Signature Move</i> Feature Film – Full Spectrum Features	Set Production Assistant Checking in extras, organizing craft services	Aug. 2016
<i>The Arrangement</i> SAG New Media Film – JASU Productions	Sound Mixer/Marketing Designer Recording sound for the film; designing the marketing materials	May 2016
<i>The Outcast</i> Short Film – Columbia College Chicago	Set Photographer/Videographer/Graphic Designer Shoot photos and videos on set; designing the film's poster	June 2014

Education

- Bachelors of Arts - Cinema Art & Science, Columbia College Chicago, Chicago IL** **Class of 2016**
- Rewarded with the 2012 Presidential Scholarship
 - Selected for the Semester in LA Producing Program of Spring 2016
- Certificate in Graphic Design, Triton College, River Grove, IL** **Class of 2016**
- Graphic Design portfolio includes Logos, Business Cards, Movie Posters, and Advertisements

Software/Technical & Special Skills

Adobe Photoshop; Adobe Illustrator; Adobe InDesign; Adobe Premiere Pro; Microsoft Office Suite; Celtx; Final Draft; Canon DSLR Shooting (Photography & Videography); Lifeguarding; First Aid & CPR