

Rishika Singh Runner
London Based
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I bring to the table an extensively **technical and problem-solving-based skillset**. Meticulous and **attentive to detail**, I pride myself on being a **swift, sensitive and reliable** team member who is always ready to respond to team and client needs. I approach each project with **optimism and a can-do attitude**, leveraging my **strong people skills**. 'A journey of a thousand miles begins with a single step'—and I'm eager to take that step into helping create a safer, more efficient and successful work environment. Additionally, I'm working towards obtaining my **driving license** by the summer of 2025.

Work Experience				
Role	Production	Relevant HODs	Responsibilities	Dates
Production Runner	London Short Film Festival 2024	Akinna Aquino <i>Festival Coordinator</i>	<ul style="list-style-type: none">Assist with event setup, coordination, and breakdown, eg: cloakroom, stalls, etc.Welcome and assist attendees, filmmakers, and industry professionals.Usher audiences during screenings.Maintain venue cleanliness and safety.Support hospitality services and networking events.Distribute promotional materials and engage in social media promotion.Assist with administrative tasks and record-keeping.	Jan 2024
Production Runner		Pedro Rilho <i>Venue Coordinator</i>		Oct 2023
Production Assistant	A Man I Know (Short Film)	Ana Ungureanu <i>Producer</i>	<ul style="list-style-type: none">Production pipeline tracking and management (Excel, G-Suite, MS Office, StudioBinder)Catering, refreshments and basic hospitality on set.Assisting in allocating funds, resources, kit, locations, and personnel.Served as the main point of contact for communication between departments.Ensured all deliverables were completed on time and met required quality (inventory)	2022
Production Assistant	The Ladies (Short Film)	Isabella Thompson <i>Director</i>	<ul style="list-style-type: none">Shoot schedule management and trackingKeep the project on track by managing deadlines and milestonesConduct safety briefings and enforce safety protocols.Handle on-set logistics, including location setup and wrap-up.	2022
Videographer	London Adavu Summer School Dance Workshops	Amritha Jayakrishnan <i>Founder</i>	<ul style="list-style-type: none">Run-and-gun segments were shot in conjunction with planned interviews with workshop leaders.Deliverables in different formats suitable for Youtube, Instagram, Websites, etc.Post-production data organisation and analysis.	Sept 2024 - Present
Volunteer Photographer	London Indian Film Festival 2024	Cary Rajinder Sawhney <i>CEO & Programming Director</i> Karun Munde <i>Festival Producer</i> Karen Lane <i>Marketing Consultant</i>	<ul style="list-style-type: none">Stills WorkRed Carpet Celebrity and VIP Shots at screenings, panels, workshops, and parties.Provide photos for press releases, media coverage, and festival promotional materials.Edit and retouch in Lightroom Classic and Photoshop.Work closely with festival organisers, PR teams, and media coordinators.	Jun - Jul 2024
Bartender	Shack Events @ Wembley Stadium	Tish Kari-Kari <i>Line Manager</i>	<ul style="list-style-type: none">Serving at bustling bars in very high-traffic events while upholding a clean workspace.Served classic (alcoholic and non-alcoholic) drinks and refreshments.Performed daily inventory and helped print VIP tickets & set up the cloakroom.	May 2024-present
Bartender	BSC Expo 2024	Claire Saunders <i>Head Organiser</i>		Feb 2024

Other Relevant Credits					
Role	Production	Format	Director	Producer	Dates
2nd Assistant Camera	Alien Head	Short Film	Charles Pears	Zara Trott	Jan 2025
2nd Assistant Camera	' Dirty Laundry ' - Achilles Heel	Music Video	Matias Reyes Fox & Hugh Moore	Lucia Lara Hernandez	Nov 2024
2nd Assistant Camera	' The Real Thing ' - FEET	Music Video	Michael Upson	Chris Upson & Max Yeoman	Feb 2024
Camera Trainee	GQ Magazine x Tag Heuer - Run Dem Crew	Digital Marketing	Will Beach	Kirsty Brady	Mar 2023
Camera Trainee	Slow Horses - Season 2	TV Series (Apple+)	Jeremy Lovering	Graham Yost & James Hawes	Aug 2022
Editor	London Adavu Summer School	Short Form Videos	-	Amritha Jayakrishnan	Sept 2024-25
Editor	Burning	Short Film	Rishika Singh	-	Jan 2023-24
Editor	A Boy & His Friend	Short Film	Francisco Vargas Luz	Rachel Ringheim	Mar 2022-23

Education, Training & Communities

- **BA Hons Film** (University Of Westminster, 2020-2023)
- **NFTS Production Management** Cluster Bootcamp (Jan 2025)
- **NFTS Casting** Cluster Bootcamp (Feb 2025)
- **WTFV & BFI Member**
- **High Proficiency** in using Google Workspace, Excel, Word, PowerPoint, MS Suite, Canva, ChatGPT, Adobe Premiere Pro, Photoshop, Lightroom Classic & CC, and DaVinci Resolve.

Other Achievements

- Recent **directorial** work (2025) for **music video** '[Home](#)' by ANIWA
- **Wrote, directed & produced** my debut short film 'Burning' in 2024.
- **Film London's Mentee** (2024-2025) with Mentor Nidhi Gupta
- **Harvard Business School Online Courses:**
 - *Resilient Leadership*
 - *Designing Organizational Structure*
- **Screenskills Work Well Courses:**
 - *Introduction to mental health awareness at work*
 - *Tackling harassment and bullying at work*
 - *Safeguarding for all: basic awareness for the screen industries*
 - *Addressing unconscious bias: basic awareness in the workplace*
 - *Diversity, equity and inclusion for the screen industries*
 - *Coronavirus basic awareness on production training*