

# Piyushi Dubey

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## PRODUCTION ASSISTANCE

Detail-focused and deadline-driven production assistant with an interest in Television and Film. Eager to contribute to team-based projects, leveraging exceptional organizational skills. Creative problem solver with a proven ability in several areas of production. Excels in multi-tasking, organization and follow-thru skills in a fast-paced environment

## CORE SKILLS

Asana, Trello, Slack, Google Suite, Microsoft Office, Autodesk Shotgun, Canva, Celtx, Adobe Photoshop, Adobe Premiere Pro, Adobe After Effects, Harmony, Motion, MoveMagic.

## EDUCATION

### **PMI Certificate - Project Management, *Institute of Business and Technology 2023***

Prepared 16k word Project Proposal for an Animated commercial covering delivery approach, project scope, Change Log, Gantt Chart and the Stage Gate process.

### **BA (Hons) - Animation - *Institute of Art, Design and Technology 2019 - 2023***

Produced and directed a short film in final year. Created workflow sheets using Google Suite, recruited 15+ collaborators from pre production until post, routinely kept in contact with the project team through Microsoft Teams and Outlook emails.

## EXPERIENCE

### **Events Coordinator Intern | Los Angeles | DTLA Film Festival, NFMLA. October - present 2023**

- Consistently acted as a liaison between event staff and production planner, providing updates about attendees and changing event spaces.
- Constantly updated Sling application to register new shifts.
- Worked diligently as red carpet coordinator directly under event manager.

### **Production Intern | Los Angeles | C&I Studios, November 2023**

- Acts as a liaison between venues and the studio.
- Contacts suppliers for equipment and services by seeking numbers and email correspondence.
- Regularly updated progress through Podio software.

### **Background Artist | Dublin | JIGSAW, October 2021 - January 2022**

- Regularly input progress data into the project excel sheet.
- Exchanged regular updates with commercial producers through Google Hangouts, email correspondence and phone calls.

### **Book Illustrator | Dublin | Columbus Club, May 2021 – August 2021**

- Prepared excel sheets pertaining to the book publication process.
- Scheduled bi-weekly meetings with the author through zoom and in person contact.
- Liaised writing talent with supervisor, fostering collaboration and a polished product.

### **Creative Assistant | Remote | Firozi Boota, June 2018 - August 2018**

- Regularly posted on Client Instagram Page to keep audiences updated on new clothing lines.
- Communicated effectively and efficiently online with clients in India overseas through prearranged correspondence on Skype.