

# Ravinder Singh Virdi

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**PERSONAL PROFILE:** I first discovered my passion in filmmaking and editing after starting my BTEC Creative Media course at college, where I thrived on creating short films, editing, documentaries and music videos. Seeking to work as a Video, TV and music editor within a production company, television or radio station where I am eager to learn new skills and adapt them to my own ingenuity as well as applying my knowledge and ambition into the world of Media.

## Work Experience

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**May 2016 – Present**

**Runner**

**MTV Crashes Emerge (reci.pe)**

- Supporting the crew members by handing out post and messages.
- Receiving and delivering equipment.
- Assisting setting up the location for the shoot.
- Delivering orders from the producer.
- Sorting out the footage into folders.

**Feb 2016 – Present**

**Social Media Radio Assistant**

**Radio Plus, Coventry**

- Editing and publication of content on Social Media sites such as Facebook and Twitter.
- Upload interviews and shows on their video-sharing website (YouTube).
- Manage audio and video uploads to the radio station channel.
- Monitor daily and report of social media activity to the Operations Manager.
- Day to day interactions with supporters and contacts who visit the station.

**Oct 2015 – Feb 2016:**

**Radio Production Assistant**

**Radio XL, Birmingham**

- Maintain professional and technical knowledge of current audio and video production techniques.
- Report to manager any problems or issues that arise related to production duties including production equipment, software and tools.
- Assist with scheduling, editing and exporting music logs.
- Assist with copy writing and editing for audio/video production.
- Experience with digital audio recording systems and techniques.

**Oct 2015 – Present:**

**Volunteer Customer Service Assistant**

**Oxfam, Coventry**

- Developing customer service skills.
- Working on the till processing sales and refunds.
- Filling stock on the shop floor.
- Organisational tasks such as stocktaking.
- Talking to customers and making them feel welcome in the shop.

**Nov 2015 – Jan 2016:  
Warehouse Operative  
Toys R Us, Coventry**

- Taking delivery of goods and supplies.
- Checking for damaged or missing items.
- Picking and packing orders.
- Loading goods for dispatch (some jobs include delivering).
- Keeping records of stock.

**Nov 2014 – Feb 2015:  
Radio Youth Development  
Hillz FM, Coventry**

- Introduced to my first broadcasting and presenting role.
- Took part in discussing subjects such as music and films.
- Script writing, research and choosing music for the show all under the guidance of the presenters.
- Created jingles for adverts with the use of Adobe Audition Pro.

**July 2014 – Aug 2014:  
Radio Broadcast Assistant  
Sabras Radio, Leicester**

- Planning aspects of a show (for example scheduling, sourcing and confirming guests).
- Using various broadcasting technologies such as soundboards and editing/production software.
- Keeping up to date with current affairs in order that the Radio station content is topical and well-researched for the presenters.
- Editing interviews/reports/conversation pieces.
- Operating technical studio equipment to play pre-recorded items, music and jingles at the right time.
- Uploading interviews on their video-sharing website (YouTube).

**Additional Skills**

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- Fully experienced in: Apple Mac, MS Office, Adobe Creative Suite and Windows operating systems.
  - Excellent working knowledge of editing software such as Soundtrack Pro.
  - Fantastic communication skills.
  - Good organisational skills- I plan my ideas, do my research and prioritise my work load.
  - I can evaluate my own work and form feedback.
  - I can work confidently in a team as well individually.
  - Young First Aider (St John's Ambulance) parts 2 and 3: 2010-2013

**Education**

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<b>Sept 2011 – July 2015</b>	<b>Henley College, Coventry – BTEC Creative Media Production</b>
Sept 2013 – July 2015	Level 3 (TV & Film) Extended Diploma - Distinction, Merit, Merit
Sept 2012 – July 2013	Level 2 - Merit
Sept 2011 – July 2012	Level 1 - Pass

In addition, I applied for the 4Talent day which was ran by Channel 4 during my Level 3. I was one of a selected number and during the day I took part in the "Branding Yourself" seminar in which I had to pitch my career path. There were different workshops on confidence building, filming, presenting and script writing. Following this I received advice from the mentors on the best way forward to achieve my goal in my chosen field. This has now led me to being a part of the 4Talent Alumni.

**Sept. 2006 – Jun 2011**      **Stoke Park School and Community Technology College**  
GCSE Mathematics, English, Sciences – Pass

**Interests/Hobbies**

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Music, football, film analysing, photography, tennis, volunteering.