

Raj-Inder Kaur Randhawa  
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**Profile:**

Motivated and detail-oriented individual with hands-on experience in theatre, film, and live events. Currently seeking roles in content-creation, audio post-production and assistant positions across film, TV, and digital media. I am DBS certified, first-aid trained, and adaptable in fast-paced creative environments.

**Key Skills:**

Logic Pro X, Pro Tools, Sound Editing, Sound Design, Adobe Premiere Pro, Camera Assistant Skills, Adobe photoshop, Organisation, Teamwork, Communication, Problem Solving, Time Management, Customer Service, flexible, photography

**Work & Training Experience:**

**Social Media Manager - Whitton Photographic Society - August 2023 – to present**

I work as a volunteer helping to manage the Whitton Photographic club's online presence. I am in charge of their Instagram account and am helping design their content for Instagram. The Instagram account is a platform for their winning and outstanding photos from their competitions. I have designed the account to not only showcase their outstanding photos, but also to be used as a teaching tool. I also contribute my own photos to competitions and help with their exhibitions.

Here is the Whitton Photographic Club Instagram account that I have set-up and currently manage.

<https://www.instagram.com/whittonphotographicclub/?next=%2Fwhittonphotographic%2520club%2F>

**Sound & Lighting Volunteer – Hampton Hill Theatre**

**Feb 2024 – Present**

I worked on the show Pop Music. I have been credited for the production Humble Boy for my role as sound assistant.

- Shadowing light and sound tech
- Observing how the sound and lightning crew work on a theatre production
- Shown how to use the software available in the theatre.
- Check volume levels are loud enough for the audience
- Followed the script for each show so that the sound and lightning crew know what scene the actors are on.

**Teaching Assistant & Exam Invigilator – Empowering Learning (Oct 2022–present)**

- Supported students aged 5–16, including SEN learners.
  - Assisted with exam hall setup, regulations, and student supervision.
- Aided teachers with classroom organisation and behaviour support.
- I have worked at various schools including Green Boys School, Clarendon Secondary Centre, Capella House Primary School, and Featherstone High school.

## **Meeting show event apprentice - NorthStar Travel Group 25 June 2025 - 26 June 2025**

Responsibilities as a event apprentice:

Handing out lanyards, and verifying visitors tickets

Giving visitors directions to printing out their tickets, exhibitions and ticket enquiries

Scanned tickets for talk shows

Set up the stage for speakers

Checked the headphones were on every seat

Gave out headphones for visitors who were standing outside of stage

Welcomed visitors and guided them to the seats

## **Production Assistant Skills Bootcamp – Global Academy Mar–May 2025**

- Experience with pre-production tasks: call sheets, location recces, scheduling.
- I was involved on a music video production shoot for a new artist, where I took on props work and behind-the-scenes photography responsibilities.
- How to set up cameras and equipment, roles within the camera department
- Essential skills and training for a runner/ production assistant role

## **Pinewood studios , Junior Production Management course**

**Oct 2024 - Feb 2025**

- learned about the different roles and departments in the film industry.
- Understanding how to Budget in the film industry
- Rigging for live events
- received first aid training

## **In Too Deep Productions -Volunteer 2nd Camera assistant**

**Jun 2024 - Jul 2024**

- I helped changing camera lenses
- managed the clapper board by writing details of the film scenes and shots as they were changing before slating the start of each take
- taking notes for the Director of Photography.
- created the shot lists for the Director of Photography.

## **Education**

- WM College Editing Sound for Movies and Media: Music, SFX & Dialogue (Jun 2025 - Jul 2025)
- BA Music Technology, Kingston University – 2:1 (2020–2022)
- HND & HNC Creative Media Production (Film Making), West Thames College – Merit (2018–2020)
- BTEC Music Technology & Performance, West Thames College (2016–2018)
- GCSE English & Maths, West Thames College (2018–2019)

Additional Training

- Creative Industries Safety Passport (2024)
- Emergency First Aid Training (2024)

References Available on request.

**This CV may be kept on file and distributed for employment purposes**