

# RAHA SALEHI

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## PROFESSIONAL SUMMARY

Production Assistant/Coordinator with experience working in film, documentary, tv, education, commercial, stills, music videos, animation and events. Working quickly and efficiently with an eye for detail and a passion for both creative and admin.

GDPR Statement: This CV may be kept on file and distributed for employment purposes.

## EXPERIENCE

### **Production Coordinator / Manager | Econ Films – 08/2023 – 11/2023**

Coordinated 10-15 end-to-end projects at once, prioritising communication and organisation  
Reconciled expenses and managing company outgoings and ingoings  
Completed BBC paperwork including Albert, Silvermouse & Compliance Forms  
Oversaw the entire DIT process as well as Quality Checking all footage and final films with subtitles  
Maintained regular communications with client stakeholders

### **Production Coordinator | Freelance – 7/2021 to current**

### **Production Coordinator | Only Child Collective – 11/2022 to 12/2022**

Facilitated 3 international and 3 local shoots in 6 weeks  
Hired freelancers, negotiated rates, contracts and budgets  
Fostered recess and communicated with location and studio teams  
Assembled call sheets, shooting schedules, risk assessments and SOWs  
Arranged accordingly with third-party companies to secure all necessary resources

### **Marketing Coordinator | Alpha Grid, Financial Times – 03/2022 to 06/2022 (part-time)**

Spearheaded email marketing to invite thousands of guests to the World Economic Forum in Davos 2022  
Communicated with high-profile individuals, ensuring no grammatical or spelling errors  
Curated a master spreadsheet of all Davos 2022 speakers, invites & attendees, using data analysis to track and predict number of attendees, traffic, clicks and those who would return from previous years  
Assembled and conducted market research for speaker outreach

### **Production Coordinator | Bespoke Banter - 02/2022 to 05/2022**

Created, ideated and planned pitch decks and social media content / campaigns  
Coordinated all shoot logistics, from pre-production to delivery  
Enhanced pitch decks and customised production budgets using Movie Magic Budgeting software  
Copywrote and proofread all content being released online and to clients

## SKILLS

Proficient with Adobe Premiere Pro and Adobe Photoshop  
Capable using PMI  
Skilled with all Production Processes, from development through to delivery  
Excellent telephone manner  
Professional verbal & written communication

## EDUCATION

**University of West London**  
**Metfilm School London**  
Master of Arts in Producing  
Film and Television  
*Awarded: 1<sup>st</sup> Class Degree*

**University of Brighton**  
Bachelor of Arts in Media Studies  
*Awarded: 1<sup>st</sup> Class Degree*  
Social Media Management, Marketing and Communications,  
Journalism, Audio-Visual Professional Practice

## LANGUAGES | English (Fluent) | Farsi (Advanced)

## CREDITS

World Economic Forum (Davos 2022 – Event) – Marketing Coordinator  
Netflix Grow (London, Mumbai, Paris & Amsterdam) – Production Coordinator

*\*Full credit list on 2<sup>nd</sup> page*

## CREDIT LIST

<b><u>Production</u></b>	<b><u>Industry</u></b>	<b><u>Role</u></b>	<b><u>Company &amp; Director</u></b>	<b><u>Dates</u></b>
Columbia University, Transport and Electric, United Nations, City Cancer, ETH University, BBC Bitesize, Global Partnership for Sustainable Development Data, Global Initiative for Transnational Organised Crime, Anti-Slavery International, and more.	Econ Films (Educational, Documentary, Corporate, Animation)	Production Coordinator / Manager	Econ Films Robert Denham	08/2023 – 11/2023
A.P Moller	Documentary	Production Coordinator	Vigilante Malcolm Green	06/2023
Written Within	Music Video	Producer	Fire In Her Eyes Marcus Lorentzen	04/2023
Arielle Shear	Stills	Production Coordinator	Only Child Collective Arielle Shear	12/2022
Netflix - Amsterdam	Corporate	Production Coordinator	Only Child Collective Mikey Trotter	12/2022
Netflix – London	Corporate	Production Coordinator	Only Child Collective Dana Leonard	12/2022
Netflix – Mumbai	Corporate	Production Coordinator	Only Child Collective Dana Leonard	12/2022
Netflix – Paris (Corporate)	Corporate	Production Coordinator	Only Child Collective Dana Leonard	11/2022
Netflix – Rapman Supacell	Television	Production Coordinator	Only Child Collective Dana Leonard	11/2022
The Minute Before	Film	Producer & Writer	Independent Raha Salehi	11/2022
Strangers Again	Film	Production Coordinator	Metfilm Mathilde Longoni	09/2022 – 10/2022
Home	Film	Production Coordinator	Metfilm Barbara Barcia	07/2022 – 08/2022
WEF Davos	Event	Marketing Coordinator	Financial Times Dobriyana Tropankeva	03/2022 – 05/2022
The British Beauty Council	Corporate	Production Coordinator	Bespoke Banter Scott Wimsett	04/2022 - 05/2022
Fenwick (Ascot)	Commercial	Production Coordinator	Bespoke Banter Scott Wimsett	05/2022
The Source	Corporate Documentary	Production Coordinator	Bespoke Banter Scott Wimsett	02/2022 – 03/2022
Who Are You?	Film	Production Coordinator	Metfilm Shani Carpentier	11/2023
The Delights of Cruelty	Film	Production Coordinator	Metfilm Thomas Sheriff	10/2021 – 11/2021
Crossing Lines	Film	Production Coordinator	Metfilm Emma Pitcairn	08/2021 – 10/2021
Unlocked (Proof of Concept) – selected & awarded at 18 festivals worldwide.	Television	Producer & Creator	Metfilm Thomas Sheriff	06/2021 – 12/2021
Selfmade Candle	Commercial	Production Coordinator	Metfilm Aisha Shin	05/2023 – 06/2023
Ealing Gin	Commercial	Production Coordinator	Metfilm Anatole Thillooy	05/2021 – 06/2021
The Morning After	Film	Producer & Writer	Independent Shani Carpentier	05/2021 – 07/2021

**Runner / Production Assistant : Fred Perry (Runway) | The Trainer (Feature Film) | Rock Climbing (Music Video) | South-Eastern (Corporate) | Hold Back (Music Video)**

It is with great pleasure that I write this reference for Raha Salehi, who has been an exceptional Production Coordinator at Econ Films during her time here. Conversely, it is with deep regret that we could not continue her employment with Econ Films. I see Raha as not just a colleague but also a friend and would have loved to watch her skills and capabilities grow within our company.

Raha's attention to detail is fantastic. In her role, she consistently ensured that every aspect of our productions was well organised and followed through thoroughly. She required little supervision and guidance through tasks, and always completed them to a high standard. If workloads were high, she would reach out to seek guidance on prioritising her tasks and often offered innovative ways to make tasks more efficient and less time consuming.

Beyond her technical skills, Raha possesses a determination and optimistic attitude that is contagious in the workplace. Her friendly demeanour greatly contributed to a positive and energetic mood, in what can sometimes be a pressured and intense environment. She communicated clearly and effectively both internally and externally, taking the time to go the extra mile for colleagues and clients alike.

One of Raha's standout qualities is her forward-thinking approach. She has a remarkable ability to anticipate the needs of the team and take proactive steps to address them. This forward-thinking mindset not only streamlines processes but also demonstrates her commitment to the overall success of the project. Raha's innovative and solution-oriented thinking sets her apart in her role as a Production Coordinator. It was often the case that I would only have to ask for things once, and the next time I asked, it would already be in progress.

I wholeheartedly recommend Raha for any coordination role, and I am confident that she will continue to excel in her future endeavours.

Should you require any further information, please feel free to contact me.

Best,  
Tariq Moore

Signed:

