

CARLO COFIE

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Portfolio: <https://carlocofie.wixstudio.io/portoflio>

PROFESSIONAL SUMMARY

I'm a recent graduate of the University of Portsmouth where I studied BA(Hons) film production. Throughout my degree I gained valuable knowledge and experience of the film making process and have been able to transfer these skills to my freelance work as Producer/Story Creator. I'm dependable and hardworking with a good understanding of the production process and have drive for creating engaging content.

INDUSTRY EXPERIENCE

Curate Films Ltd (Loewe): Clapham Road Studios 09/2024

Production Runner

Provided assistance across all areas of production, supporting riggers and grips with setup and breakdown. Created detailed take notes for D.I.T. and editors to aid in post-production. Ensured the crew was consistently supplied with food and drinks.

J SIAH: Motion (Music Video) 05/2024

Drone Operator/Producer

Scouted locations to fit director's vision. Organised transport and accommodation for cast and crew. Responsible for drone shots and organisation of equipment.

KEEKS Barber Shop (Promotional Video) 03/2024

Director, Drone Operator & Co-Producer

Directed and instructed 7 staff on set, implementing clients request in line with shooting schedule to ensure deadlines were met. Operated drone camera and created new call sheets.

HOK: Understand Freestyle (Music Video) 02/2024

Producer

Outlined detailed filming schedules with cast and crew to ensure smooth running of onset activities and budgets were adhered to.

ANIRA FILMS LTD, Black Island Studios 07/2023

Production Runner

Took responsibility for sorting out kit bags and preparing equipment for upcoming shoot locations. Helped set up shooting locations, making necessary meeting room bookings and food orders to support the production team. Helped build sets and move heavy objects. Used tapes and clapper boards and other production equipment to assist production.

STUDENT FILMS

MR & MRS WILCOX (Grad film) 06/2023 - 06/2024

Co-Producer & Boom Operator.

Strategically co-ordinated and managed crew, suppliers, venues and locations for smooth project running. Managed filming and production logistics including travel, accommodation and shoot schedules. Overcame production challenges and resolved issues promptly to minimise disruptions. Set up successful crowdfunding page raising over budget goals.

SKILLS

Competent working with various editing software - Adobe Premier Pro, DaVinci Resolve & Final Cut Pro

Knowledge and experience of audio software such as Pro Tools and Logic Pro for use in sound design and audio production

Drone operator, scriptwriting, prop sourcing, set maintenance, budgeting, location scouting and Health & Safety Compliance

NVQ Level 2 Spectator Safety Certificate

Full clean driving licence and own car

EDUCATION

UNIVERSITY OF PORTSMOUTH 09/2021-07/2024

Film Production BA (Hons) 2:1

Screen Skills Accredited

ACCESS CREATIVE COLLEGE 2020-2021

Music Production (UAL) Level 3 Diploma - Merit

RICHMOND UPON THAMES COLLEGE 2018-2020

Creative Media TV & Film Production (UAL) Level 3

Diploma & Extended Diploma - Merit

EMPLOYMENT

WISE SECURITY 07/2021 - current

Steward

Maintaining safety and security of visitors at large events - Premiere League football stadiums, Wembley Stadium, Twickenham, Ascot etc. Providing professional and welcoming customer care to all attendees.

HOBBIES & INTERESTS

Sport - Gym, football, basketball

Music - listening, live gigs, producing & mixing

Fashion, Video gaming, watching TV & films

REFERENCES

Neil Hunt BA (Hons) Film Production Course Leader at University of Portsmouth neilhunt@port.ac.uk.

Josh Barwick (Producer) joshbarwick@me.com