

**Your full name**  
**Address**  
**Phone number    Email address**

- Full name  
- Address and telephone number

## Experience

### Assistant Producer (2009-Present)

Provided support for the producer and director on 3 featured documentaries:

- 'A moving society'
- 'Looking through Chinese eyes'
- 'My 2010'

Work experience  
(company / organisation,  
position held, and dates)

### Assistant Producer (2007-2009)

Produced a series of online promotional videos for a non-profit organisation. Services included:

- Translation, subtitles, and voice over for the videos
- Script writing and content research

### Production Assistant (2006-2007)

Filmed and edited a 30-minute large-scale musical to distribute to all local secondary schools

### Production Assistant (2005-2006)

Worked on the camera team on an independent documentary film 'Voiceless'

## Qualifications

B.A. (1<sup>st</sup> class), Mass Communications, University of California, Berkeley

IB: Total Awarded Grade 40

IGCSE: English Language (A), English Literature (A), Maths (A), French (A), History (A), Geography (B), Biology (B)

Qualifications  
(public examinations  
taken and grades /  
degrees achieved)

## Education

University of California, Berkeley (2001-2005)

South Island School (1995-2001)

Academic background  
(dates and places of primary,  
secondary, and tertiary education)

## Skills

Trilingual English, French, Chinese / Experience with MS Office, Final Cut Pro, Illustrator

## Salary

Current: \$16,500 / Expected: \$20,000

Current and expected salary

## Availability

One month's notice

Availability

Particular skills  
(e.g. computer knowledge,  
typing speed, languages,  
making presentations,  
giving advice, chairing meetings,  
solving problems, etc.)

## References

Available upon request

Names of two referees