

Suraiyah Jeewa – Jnr Researcher/ Researcher

T:07477690444 | suraiyah.jeewa@googlemail.com | Birmingham

Full clean license | own car

I am a creative and versatile researcher with experience in working in entertainment, ob-doc and reality television. I am a quick and innovative learner and I'm always happy to be thrown in the deep end. I have a 'can do' attitude having worked on respected shows for BBC and ITV Studios.

Moving on to freelancing at BBC Asian Networking, Assistant Producing radio shows live on air, and delivering pre recorded material. My recent experience working on a reputable show for a major broadcaster (BBC2), I want to continue to grow my editorial skills on high volume entertainment, live and reality programming.

Great British Menu (for BBC2)

Researcher, Optomen | August 2019 – October 2019

- Secure multiple filming locations for the VT team.
- Assist PD with setting up camera/lights
- Logging/data wrangling
- Assist with paperwork for the edit.

Who are you calling fat? (for BBC2)

Production Runner, Love Productions | June 2019 – July 2019

- Drive crew to and from various locations.
- Assist PD's on set with setting up equipment on location
- Logging live events taking place
- Looking after the welfare of contributors
- Ensuring that the contributors have necessary essentials
- Delivering rushes to the edit
- Handle Petty Cash/Float

The Rap Game UK (for BBC3)

Production/casting Runner, Naked TV | April 2019 – June 2019

- Working closely with PD's on location setting up camera's mic'ing contributors
- Looking after talent (Krept, Konan, DJ Target and guest judges)
- Liaise with talent managers with any dietary/ other requirements, which may be needed on shoot.
- Assisting Casting AP with managing artists
- Be one of the point of contacts if there are any issues the cast have with the challenges

Dancing On Ice (for ITV)

Production Runner, ITV Studios | November 2018 – March 2019

- Logging/transcribing footage for the VT team.
- Assisting creative/ editorial team with running orders for live show.
- Responsible for creating signs for celeb dressing room/studio/location.
- Contacting companies for bespoke items for celebrity's
- Assisting AP's with relevant paperwork for judges and presenters.
- Assisting managers with loading audience in to the studio.
- Assist with crew on shoot and set

The Jonathan Ross Show (for ITV)

Runner, ITV Studios | September 2018 – October 2018

- Provide hospitality for crew/artists/talent/guests prior to filming
- Carry out requests made by the FM and AFM on the floor
- Get green rooms/dressing room are set up before filming starts
- Source props/materials and set up sets
- Stand in for rehearsals

I'm a Celebrity Get Me Out of Here (for ITV)

ITV Insight Programme, ITV Studios | June 2018 – July 2018

- Develop challenges with the editorial team.
- Supporting Assistant producers with developing concepts
- Develop story and content ideas while being mindful of the audience
- Understanding of the structure of this type of show
- Pitching ideas to members of the team

BritAsia TV | 2016 - 2018

Production Assistant/Production Co-ordinator

- Pitch and develop show ideas, drafting breakdowns and across all aspects of the show including; scheduling shoots; sourcing and booking high profiled guests, locations, and engaging with the presenter for the show.
- Liaising with and booking the camera crew, editors and directors, managing all aspects of the shoot to ensure a clear route to the final cut.
- Managing the shoot/team on the day; working under pressure alongside the team to facilitate the shoot and ensure all aspects are

Other media experience | 2018 – Present (as and when)

RADIO EXPERIENCE

Assistant Producer | BBC Asian Network

- Edit and create montage packages for live broadcast
- Book guests for live interviews
- Monitor audience interaction and feed back to presenter live on air
- Create: scripts/biogs/ interview questions for presenter

Qualifications

Television and Radio Production | BA (Hons) | University of Salford | 2013 - 2016

References – available on request

BTEC National Extended Diploma in Media Production | City College Coventry | 2010 - 2013