

# Rita Pires

Based in Aberdeen, available UK-wide | 9.ritapires@gmail.com  
| 07799310618 Portuguese | 17th October 1986

## OBJECTIVE

Seeking work at an entry-level position in HETV and

## PERSONAL SKILLS

- Strong interpersonal and communication skills
- Dependable and accountable
- Ability to work independently and as part of a team
- Creative problem-solving skills
- Organizational and management skills
- Energetic and versatile
- Quick learner
- Self-motivated and Proactive

## SOFTWARE SKILLS

- Microsoft Word
- Microsoft Excel
- Adobe Acrobat
- QuickBooks
- Adobe Premiere Pro
- Adobe Encoder
- Adobe Photoshop
- Mac OS

## LANGUAGES

- Portuguese – Native
- English – Fluent
- Spanish – Conversational

## EDUCATION

Filmmaking - 2007 / 2010  
University of Beira Interior, Portugal

## NOTES

- Clean Full UK Driving License with my own vehicle.
- Coronavirus basic awareness training

## EXPERIENCE

### Managing Director / Co-Owner | Bonsai Productions Ltd. | January 2021 – Ongoing

- Running day-to-day operations
- Creating Contracts, Invoicing,
- Bookkeeping Customer Service
- Overseeing every project

### Creative Director / Co-Owner | Bonsai Productions Ltd. | January 2015 – December 2020

- Pre-Production: Assist the Director with developing concepts, storyboards, and making shot lists
- Production: Camera Assistant and/or Camera Operator, assist the Director, problem-solving
- Post-Production: Editing Assistant

### Producer | 'Christmas Carols' TV Series for RTP | 2010

Produced a TV series episode ('Aurora') for the Portuguese TV Channel RTP

- Oversaw and supervised from conception to completion
- Responsible for scheduling, budgeting, allocating resources, filming permits, payroll
- Assisted in casting
- Ensured that daily schedules and operations ran smoothly and as planned

### Producer | Student Short-film 'Chicken Giblets' | 2010

- Oversaw and supervised from conception to completion
- Responsible for scheduling, budgeting, raising funds, allocating resources, filming permits, actors payroll
- Assisted in casting
- Ensured that daily schedules and operations ran smoothly

### Assistant Producer / Executive Producer | Student Short-film 'Humiliated and Offended' | 2010

- Assisted with scheduling, budgeting, allocating resources, raising funds
- Ensured that daily schedules and operations ran smoothly and as planned.