. Matvey

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**OBJECTIVE**

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

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| **LANGUAGES** | **SPEAKING** | **READING** | **WRITING** | **LISTENING** |  |
| **ENGLISH** | Excellent | Excellent | Excellent | Excellent |  |
| **RUSSIAN** | Native | Native | Native | Native |  |
| **JAPANESE** | Beginner | Beginner  | Beginner | Beginner |

**KEY SKILLS AND COMPETENCIES**

* Knowledge of video pre / production/ postproduction rules and regulations
* Adapt successfully to changing situations & environments
* Knowledge of field production techniques and standards
* Recognizes & respects different perspectives. Open to the ideas & views of others.
* Able to decide what steps are needed to achieve particular goals and then implement these.
* Skill in visualizing and shooting concepts effectively.

**EDUCATION**

**DIPLOMA IN INTERNATIONAL RELATIONSHIP AND FOREIGH DIPLOMACY**

2011 Far Eastern Federal University, Vladivostok City, Russia.

**DIPLOMA IN INFORMATION TECHNOLOGY**

2006 Institute of technology and business, Nakhodka city, Russia.

**CERTIFICATE IN RUSSIAN-ENGLISH INTERPRETER**

**CERTIFICATE IN JAPANESE LANGUAGE**

2008 Kanrin Japanese School, School of Japanese of Tokyo, Japan, Official certificate

**CAREER HISTORY**

**FILM DIRECTOR / CAMERA OPERATOR / POST-PRODUCTION SUPERVISOR 2013 – 2017 Russia/EU**

Street Film Festival «Around the World»

* Planning, preparing and rehearsing scenes
* Creatively framing and capturing action
* Providing ideas on coverage and editing in accordance with client’s / project manager’s videography concepts.
* Support project managers throughout the production process by providing input and making necessary changes to the original footage.
* Brainstorm and present creative briefs for videos that will help elevate the brand.

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| **EXECUTIVE PRODUCER** | **2010 – 2013** |

Mad Way Films Saint Petersburg, Moscow, Russia.

* Coordinate the activities of writers, directors, managers, and other personnel throughout the production process.
* Responsible for securing funding from a range of sponsors, managing budgets, assigning resources, creating production plans, and hiring screenwriters, directors.
* Organizing the casting (selecting) of Actors for all roles in a film.
* Monitor post-production processes in order to ensure accurate completion of all details.
* Conduct meetings with staff to discuss production progress and to ensure production objectives are attained.
* Resolve personnel problems that arise during the production process by acting as liaisons between dissenting parties when necessary.
* Perform management activities such as budgeting, scheduling, planning, and marketing.

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| **VIDEO EDITOR** | **2006 – 2010** |

State TV and Radio Broadcasting Company «Russia TV» Vladivostok, Russia.

* Cut shot sequences to different angles at specific points in scenes, making each individual cut as fluid and seamless as possible.
* Edit films to insert music, dialogue, and sound effects, to arrange films into sequences, and to correct errors, using editing equipment.
* Select and combine the most effective shots of each scene in order to form a logical and smoothly running story.
* Organize and string together raw footage into a continuous whole according to scripts and/or the instructions of directors and producers.
* Collaborate with music editors to select appropriate passages of music and develop production scores.
* Manipulate plot, score, sound, and graphics to make the parts into a continuous whole, working closely with people in audio, visual, music, optical and/or special effects departments.

**ARTS AND DESIGN TEACHER**

State TV and Radio Broadcasting Company «First Channel» Moscow, Russia.

* Responsible for ensuring that children and adults regardless of gender, ethnicity and religion achieve to the best of their ability. In charge of delivering pre-written and planned sessions within

Art subjects and developing every pupils knowledge and desire to learn.

* Planning and delivering a variety of entertaining and engaging art, music and play classes.
* Building relationships with pupils from a wide range of social backgrounds.
* Teaching according to a pupil’s educational needs and ability.
* Writing up a detailed typed report on each student at the end of every term.

**Hobbies: yacht sailing, travelling, family. Single. Ready to move to any city.**