

UKI PAVLOVIC

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OBJECTIVE: To obtain a position in TV or Film Production.

EXPERIENCE Personal Assistant of Bill Marpet, June 2013 – Present
BProductions, New York, NY

Worked as a note taker on commercial shoots for Carlisle Etcetera LLC.

Intern, BProductions, New York, NY January 2013 – May 2013

Interned under the supervision of Jorge Piniella, a Video Coordinator at BProductions.

Assisted on DVD Mastering and Duplication and Standards Conversion for clients such as Donna Karan, Marc Jacobs, and Ermenegildo Zegna.

Worked on creating invoices for the orders and archiving.

EDUCATION: Borough of Manhattan Community College,
New York, NY

Associate in Science Degree

May 2013

Major: Video Arts and Technology

Filmmaker, Film School of Dom Omladine, Serbia September 2007 - July 2011

Experienced in writing scripts, directing, shooting, and editing short movies.

Participated in classmates' movie projects as a camera operator, assistant director, actor, and editor.

Worked on group projects with classmates.

Author of short films:

Through (2013), *Through Tija's Eyes* (2012), *Moja Majka (My Mother)* (2009), *Ispred Tebe (Before You)* (2008), *Istresi Prašinu (Dust It Out)* (2007).

SKILLS Experienced as a Stage Manager, Assistant Director, Director, and Camera Operator on school-related projects.

Proficient in AVID, Adobe Photoshop, Adobe Premiere, Adobe After Effects, Microsoft Office, NotePad ++.

Fluent in English and Serbian.

HONORS: *Dean's List*, Borough of Manhattan Community College Fall 2011-May 2013

The Best Camera award, June 2010
Revija Filmskog Stvaralaštva Dece i Omladine Srbije
(Serbian Young Authors' Short Film Festival),
Serbia

COURSES: Remote Production/Editing I Cinematography
Remote Production/Editing II Mass Media
TV Studio Production I Scriptwriting
TV Studio Production II Acting I

VOLUNTEER: Peer Achievement Leader (PAL), Borough of Manhattan Community College, New York, NY May 2012 - August 2012

Assisted upcoming freshmen in the admission process by answering all the questions they had about the process and providing all the information on required paperwork and important dates.