

ARCHANA SHARMA

Address - # - 48, Tagra Hari Singh, Near Ram Mandir, Kalka, Panchkula, Haryana
Phone: 08146917830

Assistant Professor (7 Years 6 months)

- Role in training the students in production field, studio equipment, camera handling
- Major role in video projects editing using FCP-Pro 10.1.3
- Indoor & outdoor shooting programs, documentary & short films
- To train students in photography using professional cameras

CORE COMPETENCIES

- Electronic Media- TV
- Mass Communication
- Media Research
- Video Editing

SKILL SUMMARY

- Photography
- Electronic Media
- Production of video program

CAREER PROGRESSION

Teaching Experience (4 Years)

Present Employer I	ITFT College, New Chandigarh
Experience	Working from July 2013
Designation	Assistant Professor

Key skills:

- Role in training the students in production field, studio equipment, camera handling
- Major role in video projects editing using FCP-Pro 10.0.8
- Indoor & outdoor shooting programs, documentary & short films
- To train students in photography using professional cameras

- Practical training of news reading, anchoring and script writing

Past Employer II **Institute of Media Management, Bikaner**
 Experience Worked from June 2008 to May 2009
 Designation Lecturer

Key skills:

- Practical training to the students regarding photography & video production.
- Trained the students in writing Press Releases, News Reports & story

Past Employer III **Smt. Ram Rati Gupta Women’s Polytechnic College, Saharanpur, UP**
 Experience Worked from August 2007 to February 2008
 Designation: Lecturer

Key skills:

- Train the students in studio equipment
- To handle studio shooting & outdoor interviews
- Making press Release & reports

Professional Experience (3 Years & 6 Months)

Past Employer I **Brightlite Communications, New Delhi**
 Experience Worked from 2005 to 2007
 Designation Public Relation Executive

Key skills:

- Editing news reels
- Preparing press releases and news stories for newspapers & news channels
- Organizing events on social issues with the help of NGO’s

Past Employer II **Agni Production House, Gurgaon**
 Experience Worked from March 2004 to Feb 2005
 Designation Assistant Director

Key skills:

- Handling Pre-production work, shooting scripts & budget as per episodes
- Managing shooting crew, equipment, staff and actors during production
- Carrying out effective research regarding the project.

Past Employer III **SaReGa Production House, New Delhi**
 Experience Worked for 6 months
 Designation Assistant Director

Key skills:

- Handled production, research & editing of 8 episodes of a series named **Dehra Kids** telecasted on **DD Bharti**

KEY ACHIEVEMENTS /ACCOMPLISHMENTS /AWARDS

- Completed one research project during M.Sc in Mass Communication on the topic – “Success of the programme – Hath Se Hath Mila, for aware people about the AIDS ”
- Completed one research project during M.Phil – “Media Habits of People of Panchkula district in Haryana” & Knowledge of Media Persons regarding the Media Ethics” (This book has been published in the name of KUK)

TECHNOLOGICAL SKILLS

Comp Proficiency: Diploma in Office Management
Software: Video editing software FCP Pro, Adobe premiere, Adobe Photoshop

EDUCATIONAL QUALIFICATIONS / CERTIFICATIONS

- M.Phil in Mass Communication & Journalism from Kurukshetra University, (2007,Grade‘A’)
- M.Sc. in mass Communication from Guru Jambheshwar University, Hisar (May 2004, 65%)
- Graduation in Arts from Kurukshetra University (62%)

TRAININGS/SEMINARS/WORKSHOPS

- One month Training in Doordarshan Hisar
- Three months Training in Production House “Agni Productions”, Gurgaon
- Seminar attended on “Environment Day” in New Delhi
- Seminar on HIV/AIDS organized by “Brightlite Communication”, New Delhi
- One week training on media video & photo editing software organized by ITFT College, Chandigarh

PERSONAL DOSSIER

Date of Birth : 11-Feb-1982
Gander : Female
Marital Status : Married