



# INGA NDZAKAYI

Film & Media

## About Me

I am a versatile young lady that ensures punctuality is key on every role I am in. I am highly organised and detail-oriented with a passion for the film and media industry. I have a strong eye for detail, and excellent communication skills. I work efficiently under pressure, and collaborate effectively with cross-functional teams & departments.



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10 Susan Way, Brentwood Park,  
Cape Town

## LANGUAGE

- English
- isiXhosa

## EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Sustainability
- Events Coordinating
- Production Coordinating
- Scriptwriting
- Studio Producing

## EXPERIENCE

### Marketing & Event Brand Ambassador

#### The Creative Counsel

2014 - 2018

- I introduced and promoted brand campaigns to new and different demographics, all over the Western Cape.
- I traveled into smaller parts of the Western Cape as a form of product distribution as well as brand representation
- Attended events and demonstrated brand knowledge and educated attendees.
- Made presentations and coordinate events for brands
- Travel to different demographics to conduct research on different markets for specific brands.

### Environmental Sustainability Monitor

#### Film Afrika - Raised by Wolves

March 2019 - September 2019

- I provided active, practical support to the greening of the production.
- I worked closely and constructively with HOD's & the production team/s to ensure that every department had greener practices applied, while carrying out their functions on the production.
- Assisted in the data gathering required to optimise sustainable utilisation of resources on the production and report on the carbon footprint.

### Production Secretary

#### Film Afrika - The Power

November 2019 - March 2020

- Sourced Vendors and suppliers to be used in the production.
- Assisted in organising contracts for new crew members, ensuring they are all signed and uploaded on Dropbox.
- Order supplies and equipment for the production office.
- Managed the phones and administrative emails.
- I did PO's for production supplies and stationery
- I gather invoices and liaise with the Accounts department to ensure they are paid.
- Assisted the production department in any way necessary.

## EXPERIENCE

### **Production Secretary** **Advantage Entertainment & Netflix** **Afterlife of The Party** **March 2020 - November 2020**

- I ensured recons of weekly Production petty cash was completed.
- I did administration and running of the production office, and maintenance of different departments.
- Coordinating lunch menus for the set crew, with the catering company head.
- I assisted crew with ensuring contracts are signed correctly.
- I worked with the coordinators to prepare crew contracts.
- Coordinating crew timesheets to make sure it is daily and weekly submitted to the payroll accountant.
- I delegated tasks and errands to production assistants and trainees.
- I sourced service providers to be used in the duration of the production.

### **Production Coordinator** **Moonlighting Films** **January 2021 - March 2021**

- I ensured the smooth running of the production office.
- Supervised PAs and Assistant Coordinators and assigned them tasks for the day to complete, as well as run errands for the production office.
- I ordered supplies and equipment for the production office; managed the phones and administrative emails.
- I worked with the production accountant to ensure invoices are paid and purchase orders are approved.
- Assisted in on-boarding new employees/crew.
- I published call sheets and production reports, as well as distribute the production calendar.
- I booked accommodation and flights for cast and crew, and created spreadsheets with accommodation breakdowns.
- I liaised with different department HODs to gather important information to note on the production calendar.

### **Production Coordinator** **Ceremony of Attention** **March 2021 - April 2021**

- Administration tasks in the production office.
- Assist with building location decks for Commercial Pitches.
- Create mood boards with the Production Manager for presentations.
- Make sure the production office is running smoothly.
- Gather location images to be used on the commercial.
- Be the point of contact between the crew and production team on set.
- Ensure the smooth running on set for cast and crew.

### **Production Secretary** **Film Afrika - Eraser 2** **April 2021 - July 2021**

- Run the production office.
- Supervise and assign PAs tasks to accomplish for the day, as well as run errands for the film production.
- Order supplies and equipment for the production office
- Make sure crew members have correctly filled in contracts
- Run operations with the Cape Town Film Studios to make sure maintenance of the office is kept at all times.
- Distribute Sustainability Memos to the crew.
- Assist Coordinators in any way necessary.
- Assist with gathering information for the production calendar.
- Assist the Account department with formulating spreadsheets detailing all crew and their information.

### **Scriptwriter & Studio Producer** **Trace Studios** **December 2021 - June 2022**

- Write scripts for the live show airing every weekday
- Use and edit the content plan to ensure the content for the month is relevant to the audience of the show.
- Write and Produce Promotional Videos for Hectic Nine
- Work with editors to ensure post-production runs smoothly for the daily airing of the show, as well as with promotional videos.
- Ensure graphics are uploaded for the airing of the show
- - Ensure sound, floor, direction, and control room have all elements for every live show.
- Take the crew and presenters through the script to ensure they are ready for the live show
- Take guests through the script to ensure they are ready for the live show
- Do the running order for each show
- Run the control room
- De-brief crew and presenters after each show

### **Senior Associate** **WNS Global Services** **July 2022 -September 2023**

- Trained in SAP
- Generate invoices on SAP and Agent Workbench
- Primary point of contact for clients during the course of an engagement, to ensure every query is resolved in regard to the invoices they receive.

## EDUCATION

### Cape Peninsula University of Technology

National Diploma in Film and Video Technology  
January 2016 - January 2019

Modules passed:

Directing & Pre Production Practice III  
Production Practice III  
Post Production Practice III  
Film & Video In Service Training  
Practical Production III

Advanced Diploma in Film Production  
January 2021 - January 2022

Modules passed:

Film Criticism  
Film Aesthetics  
Film Business  
Film Management  
Media Theory

## REFERENCES

Company: The Creative Counsel (TCC)  
Name: Asanda Tofile  
Job Title: Campaign Manager  
Contact Number: 073 282 6765

Company: Film Afrika  
Production: Raised by Wolves  
Name: James Muringani  
Job Title: Production Manager  
Contact number: 082 852 5948

Company: Film Afrika  
Production: The Power  
Name: Deirdre Williams  
Job Title: Production Manager  
Contact number: 063 308 0495

Company: Advantage Entertainment  
Production: Afterlife of The Party  
Name: Philane Ndaba  
Job Title: Production Manager  
Contact number: 072 110 9653

Company: Moonlighting Films  
Production: Atlantis  
Name: James Savage  
Job Title: Production Manager  
Contact number: 062 445 4760

Company: Ceremony of Attention  
Production: In-house Commercial  
Name: Amanda Dlamini  
Job Title: Production Manager  
Contact number: 079 679 5204

Company: Film Afrika  
Production: Eraser 2  
Name: Theuns De Wet  
Job Title: Line Producer  
Contact number: 083 628 7468

Company: Trace Studios  
Production: Hectic Nine-9  
Name: Ruweida Valla  
Job Title: Producer  
Contact number: 063 014 3589

Company: WNS Global Services  
Name: Bethany Kasavelu  
Job Title: Assistant Manager  
Contact number: 084 227 8708