

# MICHAL INDRAK

## FILMMAKER

### EXECUTIVE SUMMARY

A creative and technically skilled filmmaker with a track record of award-winning work, including Best First-Time Director (Ottawa Film Awards). I combine a strong cinematic eye and passion for storytelling with proven operational expertise in project management, financial oversight, and logistical coordination. I am seeking opportunities to direct and contribute to impactful film projects that push cinematic boundaries.

### KEY STRENGTHS & SKILLS

- Editing (DaVinci Resolve), Post-Production Workflow, Screenwriting.
- CRM (Salesforce), Workflow Automation (Google Apps Script), Aptitude for Asana/Monday.com.
- Microsoft Office 365 (Word, Excel, PowerPoint), Google Workspace, and iOS Office applications.
- Project Tracking, Scheduling, Resource Allocation, and Logistical Coordination.
- Enforcing UKVI statutory protocols, Policy Implementation & Auditing, and maintaining audit-ready records.
- Budget Management, Invoice Processing, Cost Control, and Meticulous Data Accuracy.
- Stakeholder Management, Team Supervision, and Training.

### REACH ME AT

Whitstable, UK

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Portfolio: <https://www.michalindrak.com/>

LinkedIn:

<https://www.linkedin.com/in/michalindrak/>

### WORK EXPERIENCE

#### Independent Filmmaker

Director, Producer, Writer & Editor | June 2024 – Present

- Directed and edited the experimental short film, *Whispers: Waves of the Diary*, which received 11+ international awards, including Best First-Time Director.
- Currently directing and producing a short film (*Replaced*), managing the script, casting, and coordinating a cross-functional 15-person crew.
- Proficient in editing (DaVinci Resolve) and screenwriting, gaining insight into post-production workflow and technical specifications.

#### Birkbeck Short Filmmaking Society

Founder & President (Volunteer) | September 2024 - Present

- Demonstrated leadership by founding and registering the official university society.
- Manages all operational and financial compliance with the Student Union.
- Organises events, workshops, and guest speaker sessions, whilst serving as an Elected Course Representative (institutional advocacy).

#### CIEE Study Abroad London (Operational Lead)

Internship Coordinator, Facilities Coordinator, Receptionist/Admin Support | October 2021 - Present

- Defined and enforced non-negotiable UKVI statutory protocols, acting as the final quality gate to ensure 100% data integrity on all administrative deliverables.
- Accountable for administering operational budgets (ranging from £50,000 to £100,000) and managed alignment across 150+ external partners.
- Managed service contracts, oversaw the front-of-house operation, and managed complex logistical scheduling for over 200 international clients.

### ACADEMIC BACKGROUND

#### Birkbeck, University of London

BA Film and Media Practice

- Founder & President, Short Filmmaking Society
- Academic Representative

#### The Open University

Certificate of Higher Education in Environmental Science

### PROFESSIONAL CERTIFICATES & TRAINING

- **ScreenSkills:** Safeguarding for all: basic awareness for the screen industries (Issued Oct 2025) & Tackling harassment and bullying at work (Issued Oct 2025)
- **Raindance:** Advanced Film Directing Certificate (2024)
- **Welfare & Safety:** Adult Mental Health First Aid USA (2024) and Emergency First Aid at Work (2023)
- **HR:** City, University of London: Human Resources Management Certificate (2019)