



KAYLA PURBA

FREELANCE PRODUCER/PROD-COORDINATOR/PA/ART DEPARTMENT

Mobile: (+61) 426 245 104

Email: Kaylapurbaa@outlook.com

Website: Kaylapurba.com

SKILLS

On-set:

Pre/Post-Production: Script analysis and breakdowns, concept pitch development/research, project file organization/archiving, running client meetings, concise meeting minute notes, diary and contact management, calendar organization, crew sourcing, availability & booking flights, handling contracts and legal literacy, negotiation skills, cost report/budgeting tracking, invoice & reimbursement processing, asset delivery coordination.

Production: Crowd control & extras management, liaising with different departments, general on-set etiquette, strong radio communication.

Personal:

Team Player, creative problem solving, efficient organization, negotiating/upsell skills, punctual, a detail-focused eye, adaptable to change, quick to learn, a clear verbal and written communicator, works well autonomously and in teams, physically fit, professional, responsible.

KIT

Craft:

- Art Department Kit

Softwares & Drives:

- Macbook Pro M5 Chip
- 4TB Samsung SSD T7
- Final Cut Pro X ★★★★★
- Davinci Resolve ★★★★★
- Adobe Creative Cloud ★★★★★
- Movie Magic Scheduling ★★★★★
- Google Workspace ★★★★★
- Microsoft Office Suite 365 ★★★★★
- Studio Binder ★★★★★
- Drop Box ★★★★★
- Procreate ★★★★★

Camera, Lighting, Sound Equipment:

- Sony A7C (Range of Lenses)
- Aperture 60x (w/Lighting Stand & Diffuser)
- Aperture MC Kit (x2)
- Rode Wireless GO II Dual Compact

QUALIFICATIONS

- Temporary Graduate 485 Visa (Valid until March 2028)
- IELTS General Training (Proficient in English)
- Blue Card Holder
- International Valid Open Drivers License (AUTO-ONLY)
- Food, Allergen & Safety Certificate (Valid until December 2026)

REFEREES

Relevant Referees are available upon request.

ABOUT ME

I'm a filmmaker passionate about creating meaningful stories and contributing to productions that leave a lasting impact. Having worked across multiple on-set departments, I've built a versatile skill set, a strong work ethic, and an understanding of what it takes to keep a production moving efficiently.

Whether supporting the crew, solving problems on the fly, or adapting to the demands of set, I bring professionalism, initiative, and a calm approach under pressure. I'm committed to continually refining my craft while collaborating with teams who are equally passionate about making exceptional work.

Available for full-time opportunities at short notice, with flexibility to travel throughout Australia and internationally.

EDUCATION

Griffith University

Bachelor of Film Screen and Media
(Griffith Film School)

Class of 2025

Global Jaya School Jakarta

High School Diploma | International Baccalaureate (IB)
Diploma

Class of 2022

WORK EXPERIENCES

PRODUCER (PAID FREELANCE)

"ALWAYS RUNNING LATE" - MACRAE SHOP - NARRATIVE FASHION CAMPAIGN

AUG 2026-PRESENT | Director. *Mugisha Mangwa* | Designer & EP. *Rowan Macrae*

PRODUCER'S ASSISTANT (PAID FREELANCE)

BILLABONG - ONE HOUSE PRODUCTIONS - NARRATIVE CAMPAIGN/TVC

AUG 2026 | Director. *Finegan Sampson* | Producer. *Raeanne Chami*

LEAD PRODUCER (FREELANCE)

"INTERNET LOVE DAY" - IXARAS - MUSIC VIDEO

JULY - AUG 2026 | Director. *Mugisha Mangwa* | Label. *FRNDS MGMT* | Manager. *Maiya Stotter*

PRODUCTION COORDINATOR & PROD-DESIGNER (PAID FREELANCE/CASUAL)

LOLA'S COFFEE BAR - INSTAGRAM REEL/CAMPAIGN/TVC

MAY 2026-PRESENT | Creative Director. *Justin Misa*

STYLIST & CO-PRODUCER (FREELANCE)

COCA COLA X CONVERSE - INSTAGRAM REEL/CAMPAIGN/TVC

NOV 2025 | Creative Director. *Avellino Lescot* | Prod. *Mugisha Mangwa*

ART DEPARTMENT/PRODUCTION ASSIST (INTERN)

GRIFFITH UNI "MAKE IT MATTER" - KIOSK FILM - CAMPAIGN/TVC

AUG 2025 | Dir. *Ryan Renshaw* | Prod. *Sara Tagahode* | Prod. Manager. *Eleanor Sommerville*

SOCIAL MEDIA VIDEOGRAPHER + EDITOR CONTENT/REELS (PAID CONTRACT)

BATCH COOKIE BAR X LUNAR PIES - TIKTOK CONTENT/REELS

OCT 2023-FEB 2024 | Managed by. *Ginger Mendoza*

ART DIRECTOR (PAID FREELANCE)

"LILAHI TA'ALA" - LEMON. ID & SONY MUSIC INDONESIA - MUSIC VIDEO

FEB 2023 - Dir. *Dewa Gede Devananda* | EP. *Lemmy Ibrahim*



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WORK EXPERIENCES

BTS VIDEOGRAPHER/PHOTOGRAPHER (INTERN)

"STAR VS FOOD MALAYSIA S2" - CREATIVE STEW MALAYSIA - TV SERIES

AUG-SEP 2022 | Dir. Abid Hussain | Prod. Zakiah Abd Malek

ART DIRECTOR (INTERN)

"SELANGKAH MIMPI" - SS VISUALS - CAMPAIGN/TVC

SEP 2021 | Dir. Christopher Kuntjoro | Prod. Elle Arnesia

STUDENT WORKS

PRODUCER

"BY ANY OTHER NAME" - SHORT NARRATIVE FILM

MAR-DEC 2025 | GFS GRADUATE FILM | Dir. Kathryn Trau | Prod. Kayla Purba

COSTUME DESIGNER

"SOLAR RETALIATION" - SHORT NARRATIVE FILM

MAR-DEC 2025 | GFS GRADUATE FILM | Dir. Thomas Matthews | Prod. Bjorn Weedbrook

PRODUCER

"PLEASURE SEEKING" - SHORT NARRATIVE FILM

MAR 2025-ONGOING | PASSION PROJECT | Dir. Bhaskara Setiawan | Prod: Kayla Purba

CO-DIRECTOR & PRODUCER

"REBUILDING" - SHORT DOCUMENTARY

MAR-NOV 2025 | GFS PRODUCTION | Dir. Aidan Fox | Co-Dir & Prod. Kayla Purba

PRODUCTION DESIGNER & COSTUME DESIGNER

"BUSH BASH" EP 2-3 - EPISODIC WEB SERIES

OCT 2024 | GFS PRODUCTION | Lead Dir. Sean Benton | Lead Prod. Trinity Kutching

WARDROBE/CO-COSTUME ASSIST

"KNOCK OUT" - SHORT NARRATIVE FILM

JUL 2024 | GFS GRADUATE FILM | Dir. Aengus Mcneill | Prod. Monique Von Deest

ART DEPARTMENT ASSIST

"THE PILL" - SHORT NARRATIVE FILM

JUL 2024 | GFS GRADUATE FILM | Dir. Isabella Josey | Prod. Himanshu Hotchandani

ART DEPARTMENT ASSIST

"THE LIFEGUARD" - SHORT NARRATIVE FILM

JUL 2024 | GFS GRADUATE FILM | Dir. Eleanor Swann | Prod. Lilah Jessie Olive

PRODUCER & 1ST AD

"HEADLIGHTS" - SHORT NARRATIVE FILM

JUL 2023 | GFS PRODUCTION | Dir. Sean Benton | Prod. Kayla Purba

ART DIRECTOR

"GOOD TIMES" - SHORT NARRATIVE FILM

DEC 2022 | PASSION PROJECT | Dir & Prod. Fazashan Putra

OTHER WORK EXPERIENCES

HOSPITALITY/ALL ROUNDER STAFF (CASUAL CONTRACT)

AUG 2024-PRESENT | YO-CHI FROZEN YOGURT & ACAI | ALBERT STREET, BRISBANE CBD

WORKING UNDER CAROLINA OCAMPO (MANAGER)

FOH ALL ROUNDER/SOCIAL MEDIA CONTENT CREATOR (CASUAL CONTRACT)

JUL 2022-JAN 2023 | BATCH COOKIE BAR X LUNAR PIES | UPTOWN MYER, BRISBANE CBD

WORKING UNDER GINGER MENDOZA (FOUNDER)

TICKETING MANAGER & EVENTS ASSIST

AUG 2022 | SUNDAY SPACE MARKETS | JAKARTA, INDONESIA

WORKING UNDER ALEA MALIKA (FOUNDER)