

# DASHA COWLEY

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## ASSISTANT / 1ST AD / PHOTOGRAPHER

### Skills

Diary & Admin Support

Development & Research

Treatment & Deck Design

Production Coordination

& Team Communication

Scheduling, Call Sheets,

Timesheet Tracking

Budget Management

VO & Audio Production

Social Media Manage-

ment

Microsoft Office Suite

Adobe Creative Suite

Final Cut Pro X

Mandarin

French

### Education

#### University of Edinburgh Chinese and History, 2:1

2019 - 2023

Dissertation on the early narrative development of Chinese Silent Cinema

#### Turing Scheme Grant Recipient

Tamkang University  
淡江大學, 2021-2022

#### Wycombe Abbey School

2014 - 2019

A-levels (2019): A\*, A, A, A, A  
GCSE's (2017): 11 A\*s

#### Art Scholarship Recipient

Wycombe Abbey  
2014-2019

### Courses

#### Documentary Filmmaking

LFA, 2022

### Professional Summary

As an assistant, I bring a rare balance of organisational precision and innovative creativity to every project I work on. With hands-on experience across feature documentaries, short fiction films, and commercial productions, I've developed a strong practice across research and development, on-set coordination, and post-production scheduling. I've collaborated with award-winning directors and major brands, developing a deep understanding of the creative and logistical demands of high-level production, and also led my own projects from concept through delivery. From prep to wrap, I provide reliable, detail-focused support that helps keep productions moving smoothly. I thrive in fast-paced environments where I can bring both strategic thinking and creative energy to help craft stories that resonate across platforms.

### Film & Production

#### Assistant to the Director / Dorothea Sing Zhang

Sept 2024 - Present, London

Coordinate schedules, arrange meetings and travel plans, and handle correspondence. Collaborated with directors, producers, editors and marketing teams to develop creative concepts, storyboards, treatments, decks and design credits/posters for upcoming fiction film projects and high-profile campaigns (e.g., Prada, Chanel, Vogue China, Bottega Veneta). Manage Vimeo/Xinpianchang/instagram portfolios for TIFF-selected short film Masterpiece Mommy.

#### Credits Designer / A Small Fiction of my Mother in Beijing (TIFF), dir. Dorothea Sing Zhang

July 2025, London

I designed the credits (indesign/photoshop) in chinese and english for a short premiering at TIFF.

#### 1st AD / 'Bite Me Back', Sandhouse, Music Video, dir. Hector Hillary

July 2025, London

Managed crew & talent over a two day shoot, was asked to be 1st AD on 3 further projects after the shoot finished by the director, producers and talent.

#### 1st AD / Live Show, Short Film, dir. Lucas Quinn

Dec 2024 - March 2025, London

Managed shot lists, production schedules, and on-set logistics for 15-person crew for a four day shoot over 4 locations.

#### Producer & Editor / MedAid International New Year Appeal Commercial

Nov 2024 - Jan 2025, London

Independently scripted & produced a commercial for a charity providing medical equipment to the frontline in Ukraine, helping to raise £46,650 in the month after its publication.

#### 1st AD / Rimowa x Morag Ross, Commercial, dir. Dorothea Sing Zhang

Nov 2024 - Jan 2025, London

Oversaw logistics for LVMH commercial shot in short film format alongside vertical deliverables.

#### 1st AD & Producer / BFI-supported Feature Documentary, dir. Gerald Fox

Oct 2023 - March 2024, London

Worked across the production pipeline, providing script and structural feedback on multi-character documentary narrative with fictional excerpts, leading production management and liaising with post-production teams. Also led both online and offline editing, advising on VO, archival integration, and act structure. Held 7 credits by the end of production, including Co-producer, Researcher, Script Editor, 1st AD & Editor.

### Photography

BTS Videographer and Stills / Girl in Dunes (Dorothea Sing Zhang recent short film shot in the Gobi Desert, No Trousers (Short Film), Looking for Fun? (Theatre 503), Forgive Us, We Have Burnt a Saint (Ecetera Theatre)

Photographer / BRINK Gallery x Luke Hamel-Cooke, BRINK Gallery x Kay Gasei, TINA Gallery

### Further Experience

#### Translator / Sixth Tone Magazine

May 2025 - Present

Translate articles, short/long-form about cinema and entertainment on tight deadlines.

#### Assistant Gallery Manager / Michael Goedhuis Gallery

Oct 2023 - May 2024, London

Supported archiving and catalogue copy for East Asian art exhibitions, contributing to the presentation and interpretation of visual narratives, and liaised with clients and artists to preserve visual records.