

VIKTORIIA SHCHEGAROVA | CROWD/CAST PA & EXECUTIVE ASSISTANT

Crowd/Cast PA & Executive Assistant to creative HoDs with 10 years of multidisciplinary experience in fast-paced roles in the Film & TV, Theatre/Opera, Hospitality & Events, PR, Film Festivals, Fashion and other creative industries across 7 countries.
London and South East England (flexible to relocate) | viktoriia.ua.uk@gmail.com | 07789113522

FORTITUDE | SCREENSKILLS 2025-26

2nd Crowd AD's Assistant to Nick Simmonds & Crowd PA

Aug 2025 – Nov 2025 · Greater London, United Kingdom

- PA to Nick Simmonds from the beginning of the shoot till wrap (Casting Collective and UVE agents & Stunts and Action Vehicles agents communication and bookings management, script notes, 24/7 contact with SAs and ADs, review and distribution of the crowd breakdown and updates, moodboards, calendar & diary management, etc.)
- Crowd and Cast PA (looking after SAs on set and processing booking chits in the office, big crowd fittings planning and coordination, covering as a Cast PA & looking after Cast members, chaperoning and cueing underage Cast members, directing and mapping crowd on set, etc.)

FORTITUDE | SCREENSKILLS 2025-26

Producer's PA to Georgette Turner

Jul 2025 – Aug 2025 · Greater London, United Kingdom

- Georgette Turner's PA during prep (diary & communications management, personal errands, invoices, SMM, etc.)
- Production office assistance during prep (Scenearchive, travel admin, DPOs, general office PA duties, etc.)

PINEWOOD & SHEPPERTON STUDIOS

Studio Runner & Marshall, Production Assistant Trainee

Nov 2024 – May 2025 · Greater London, United Kingdom

- General studio and client services assistance, administrative & contract assistance, production office paperwork
- Crowd, cast and talent assistance, database management, travel admin assistance, ad-hoc tasks
- ScreenSkills accredited industry training: sustainability, mental health awareness, behaviours on set, budgeting, etc

WARNER BROS. DISCOVERY

Studio Office Assistant and PA

Oct 2023 – Jun 2024 · London, United Kingdom

- Extensive admin support, diary & calendar management to creative HoDs at Leavesden & De Lane Lea Studios
- High-profile talent and clientele assistance, sourced & trained Runners, WBD client database management
- Post-production assistance (paperwork, ADR, etc), contract admin (NDAs, RAs, SoWs), clearances, distro lists
- Logged expenses, vehicle and release forms, inventory, organised couriers, invoices & POs, expense reconciliation
- Internal & external communications, coordinated visitors' access with security, accommodated high-profile clients

SKY DOCUMENTARIES, WINDFALL FILMS, DOCSVILLE STUDIOS, SIGNIFICANT BULLET, HIDDENLIGHT PRODUCTIONS

Logger & Translator (Trent, Avid Media Composer), Junior Researcher, (Russian-Ukrainian-English)

Jun 2023 – Jul 2025 (Freelance) · London, United Kingdom

- "The Swallows Will Return", "Klitschko: More Than a Fight", "Ukraine" (code name), "Chornobyl" (code name)

ALL SPRING MEDIA, SKY STUDIOS ELSTREE

Production Assistant Trainee

Sep 2024 – Oct 2024 · Hertfordshire, United Kingdom

- Production office paperwork, Albert, RA, T&A, copyright, budgeting, scheduling, and general on-site PA training

CINE CIRCLE CREATIVE EVENTS

Assistant Events Coordinator & Advisor

Sep 2023 – Dec 2023 · London, United Kingdom

- Assisted in coordinating Film & TV networking events with 1000+ attendees in Central London, consulted/advised visitors regarding all event and job opportunity enquiries
- HR assistance/contract admin for freelancers, tracked and reported event attendance and expenses, acquired invoicing information and updated accounts

9 NOIR PRODUCTIONS

Production Coordinator, Short Film

Dec 2021 – Jul 2022 · London, United Kingdom

- "White Water" (2022), IMDb, Boden International Film Festival

OTHER EXPERIENCE

BOURNEMOUTH UNIVERSITY

Team Supervisor at the Events, Marketing, PR & Communications Department, Executive Assistant to Head Manager

Feb 2022 – Mar 2023 · Bournemouth, United Kingdom

- University events coordination (coordinated Runners duties, rotas, timesheets, new starters, background checks, training), tracked events expenses, liaised with vendors and suppliers
- Extensive diary management of the Marketing HoD, supervised temporary staff (22 employees) and developed KPIs for the teams to meet, assisted with day-to-day SUBU studio operations

Events, Marketing, PR & Communications Assistant, Front-of-House Office Administrator

Oct 2021 – Feb 2022 · Bournemouth, United Kingdom

- Front-of-house office administration, handled all student online queries, bookings & consultations (in-person, phone, emails), maintained BU student accounts and film equipment hire databases
- Worked in a busy team and produced and edited SMM content, designed and delivered promo material and university email campaigns, assisted during events and arranged staff meetings

HILTON HOTELS GROUP

Assistant Events & Client Services Coordinator

Aug 2022 – Feb 2023 · Bournemouth, United Kingdom

- Set up, coordinated & dismantled high-end events, tracked events attendance, stock and budget, accommodated A-list guests, onboarded new starters, planned rotas and drafted SoWs
- Showed potential customers Hilton Hotels accommodation and event rooms, consulted regarding pricing, catering and room services queries, coordinated Events Runners and bar staff

OCEAN BEACH HOTEL – OCEANA COLLECTION HOTELS GROUP

Marketing, Events & Bookings Coordinator, Executive Assistant to Head Manager, Front-of-House Office & Bookings Coordinator

Sep 2022 – Feb 2023 · Bournemouth, United Kingdom

- Researched and liaised with new vendors, staff rota and day-to-day restaurant and events planning and upkeep, coordinated events, H&S checks and inspections, rebranded promo material
- Admin assistance to Head Manager: new starter forms and background checks, contract drafts, calendar and travel arrangements, attended senior management meetings, prepared reports
- Managed internal & external communications (emails, phone, in-person), dealt with conflict & refund resolutions, bookings and tours coordination, managed accounts database, reception

ONE COUNTRY ONE FILM INTERNATIONAL FILM FESTIVAL

Executive Assistant to Creative Director, Awards & Screenings Assistant

Mar 2020 – Mar 2022 · Clermont-Ferrand, France / hybrid

- Diary and personal errands coordination for the festival's Creative Director, administratively assisted during all stages of festival production, analysed and compiled reports on hundreds of film submissions, coordinated communications (phone, emails), organised festival expenses, POs, arranged accommodation for guests, live event assistance

PRIVATE CLIENT (FASHION INDUSTRY)

Executive Personal Assistant, Studio and Events Assistant

Jan 2017 – Jun 2019 · Austria, Monaco, France

- EA and Events Assistant at the Vienna Ball in Monaco with the representation of the Viennese Mayor & Member of Parliament Ernst Woller, and Mayor of Monaco Minister Dr. Werner Fasslabend
- International travel and transport coordination (EU), communications, calendar and household plans assistance, fashion events and photoshoots assistance, market research and ad-hoc tasks

FREELANCE AND VOLUNTEERING

Opera Singer, Choir Member, Opera House/Theatre Runner

Oct 2015 – Feb 2020 · Austria, France

Women's Shelters Support Worker

May 2016 – Sep 2021 · Remote (Russia, Ukraine, Kazakhstan, Belarus)

SMM Manager, Graphic Designer

Jul 2014 – Sep 2021 · Remote

SKILLS

- **Multilingual** (English, Ukrainian, Russian, German, etc.)
- 4+ years of executive assistance for high-profile talent & HoDs
- Working with and booking big crowd daily with multiple agencies
- Looking after underage crowd/cast, fittings planning & coordination
- Extensive diary, calendar and communications management
- Global travel, events & meetings coordination (on-site and remote)
- Base Runner/Marshall/Producer's PA/Crowd & Cast PA experience

CERTIFICATES, TRAINING & TOOLS

- **ScreenSkills Trainee 2025-26, ScreenSkills Training Passport, Fire Warden Training, The Mark Milsome Foundation** - Film and TV Online Safety Passport, **NFTS & BFI** Cluster Training, ScreenSkills COVID Awareness, Google Digital Marketing, Cross-Cultural Psychology & HR Training, High-End Hospitality Customer Service Training
- Google & Microsoft Suites, Adobe Creative Studio (Photoshop, Premiere Pro, InDesign, etc.), Avid Media Composer, Canva, Zoom, Reclaim; SEO, CAFM, PM I and CRM; Xytech Media Pulse, BOX, Embershot, Scenearchive, Crew Start, AirTable, DPO, KeyNote, Smartsheets, Docusign, SharePoint, etc.

EDUCATION

- **Master of Arts in Media and Communications** (Scholarship Winner) Bournemouth University, United Kingdom, 2022
- **Master of Media Communications in Multi-Platform Film Production** (Scholarship Winner) Higher School of Economics National Research University, Russia, 2021
- **Bachelor of Business Administration in International Management** (Scholarship Winner) ESC Clermont Graduate School of Management, France, 2020
- **Artist Diploma/BA in Academic Singing and Music Theory (Opera)** Prayner Conservatory of Music & Dramatic Arts (1st), Austria, 2019
- **Ján Albrecht Academy of Music and Arts**, Slovakia, 2018

Valid DBS Certificate till September 2026.

References are available upon request.

GDPR Statement: This CV may be kept on file and distributed for employment purposes.