

Personal Statement

I am a recent NFTS graduate with an experience of working on short films as a PC or PM.

I am highly organised, responsible, adaptable, and motivated person, able to work efficiently in a team and confident working individually in an enthusiastic, friendly and confident manner. I have a background in science so I am highly efficient in paperwork and data tracking and analysis, great at problem solving, multitasking, paying attention to details, and communication. I can learn new things quickly.

Skills

- Computer skills (Word, Excel, PowerPoint, Google Drive).
- Preparing and distributing production paperwork, RAs and child licencing.
- BAFTA Albert calculator and MovieMagic Budgeting.
- Locations scouting.
- Booking transport, crew, kit and accommodation.
- Script breakdown.
- Basic awareness of Setkeeper, Final Draft and MovieMagic Scheduling.
- Data collection and analysis.
- Strong numerate literacy and great attention to detail.
- Petty cash and float clearance.
- Excellent verbal and written communication skills.
- Fluent English and Russian.
- First aid trained.
- Tackling harassment and bullying at work trained.
- Addressing unconscious bias in the workplace trained.
- The Mark Milsome Foundation - Film and TV Online Safety Passport trained.

Education and Training

PC Skills Bootcamp (All Spring Media, Jan 2025)

Production Management in Film and TV (National Film and Television School, 2023 - 2024).

PhD degree in Chemistry (Institute of Organic Chemistry, 2003 - 2006).

Production Experience

The Pharmacy Film Farmacy Limited. Production Manager (Jan 2025)
Helped to scout locations, to arrange recces, transport logistics and book kit. Prepared and distributed production paperwork, RA and contracts.

Is It Heaven Up There? The Ambiguous Company. Production Coordinator (Sept 2024)

Prepared and distributed Movement Orders, helped to arrange transport logistics and book kit, provided on-set support.

Kini Kashe 7375 Films. Production Coordinator (Apr 2024)

Prepared and distributed Call Sheets, coordinated with the producer to make sure the logistics of the shoot went smoothly and efficiently.

Release OPIA Collective. Production Manager (March - May 2024)

Prepared and managed budget, scouted for locations, booked crew and kit, managed transport logistics, prepared and distributed essential paperwork, provided on-set support.

Thought Juice Films. Production Intern (Feb - July 2023)

Prepared Call Sheets, contracts, scouted for locations & helped with casting responsibilities for several short films.

Relevant Experience

NFTS Grad fiction films and Animation (Apr - Oct 2024)

Production Manager (helped to organize the shoot: scouted locations, prepared and distributed production paperwork, booked catering, transport, crew and kit, handled petty cash and cleared the float).

City of Sanctuary Sheffield (2022 - 2023)

Volunteer (supported new and existing clients, communicated with partner organisations on behalf of the clients, trained new volunteers).

The University of Sheffield (2019-2022), **Loughborough University** (2016-2019), **Institute of Organic Chemistry** (2007 - 2016)

Postdoctoral Research Associate (collected, analyzed and presented information, prepared presentations and manuscripts for publication of the results, supervised undergrad students, helped to organize local, national and international conferences; planning, budgeting, scientific and financial reports, manuscripts proofreading and reviewing).

References are available on request.

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