

Karolina Wysinska

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Production Assistant / Runner

Motivated and organised Production Assistant / Runner with a strong interest in supporting production offices and art departments. I am eager to contribute to film and television productions with my proactive and detail-oriented approach.

Credits

Production Coordinator | *Rotten Apples* | Short Film | Amsterdam, NL

May – June 2025

- Assisted in creating and distributed call sheets, managed crew contact lists and shoot schedules.
- Booked locations, coordinated kit pickups/returns and handled production paperwork.
- Acted as a set dresser and buyer.

Videographer & Editor | Promotional Videos and Social Campaign for The Great Bubble Barrier | Amsterdam, NL

February – May 2025

- Filmed and edited short-form video content for campaigns.
- Assisted on small-crew shoots with equipment setup, batteries and continuity notes.
- Performed administrative tasks such as managing documentation, file organising and scheduling.

Production Assistant | *Wielkie Otwarcie* | TV series | Warsaw, Poland

June – August 2021

- Helped coordinate crew movement logistics, deliveries and on-set logistics.
- Supported the production office by printing call sheets, updating crew lists and managing production documents.

Production Assistant | Advertisement for Graffiti Design Company | Brighton, UK

February – March 2021

- Managed battery charging and exchanges for cameras and other on-set equipment.
- Assisted with equipment setup and pack-down.

Additional Experience

Communications Assistant → Communications Officer | GreenTable | Warsaw, Poland (Hybrid)

May 2024 – September 2025

- Provided administrative and organisational support for campaigns and communication projects.
- Managed inquiries and correspondence, scheduled external meetings, managed calendars.

Production Coordinator (Voluntary) | *Let's Start Over* | Short Film | Brighton, UK

November 2022 – April 2023

- Assisted in preparing call sheets, schedules and crew contact lists.
- Organised and distributed production paperwork including scripts, releases and risk assessments.

Assistant to Content Manager | Flaming & Co. | Warsaw, Poland (Hybrid)

June 2021 – July 2022

- Provided administrative and organisational support such as scheduling, diary management and progress tracking.
- Maintained internal documentation and supported planning for campaigns.

Production Coordinator (Voluntary) | *Behind The Rack* | Short Documentary | Brighton, UK

April – May 2021

- Helped secure and manage filming locations and ensure permissions.
- Liaised with cast and crew regarding call times, transport, catering and location details.

Education

BA Filmmaking | University of Sussex, UK

2019 – 2023

- Gained hands-on practice in cinematography, editing, sound and script development, as well as basic equipment handling skills.
- Participated in multiple student film production projects, where I enhanced my teamwork, problem-solving and technical skills.

Diploma in Professional Interior Design (AIM Qualifications Level 3) | National Design Academy, UK

2023 - 2024

- Studied space planning, colour theory, surface finishes, lighting and furniture layouts, where I gained design skills relevant to set dressing and art department work.
- Gained experience in interpreting design briefs, sourcing materials and working collaboratively on designs.

Skills

- Administrative support & office management (scheduling, call sheets, calendars, documentation)
- On-set & location support (equipment handling, cast/crew assistance)
- Travel & logistics (booking venues, accommodation, transport)
- Software: Movie Magic, Adobe Premiere Pro, Final Cut Pro, MS Office
- Time management & working under pressure

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