






VIKTORIA ZHELYAZKOVA

viktoriazhelyazkovafilm@gmail.com 

viktoriazhelyazkova.com 

Viktoria Zhelyazkova 

Professional Summary

A passionate creative with proven experience in coordinating international teams, bulletproof time management, and pressure-tested problem-solving skills across diverse mediums, such as live action, animation and documentary. Happy to relocate worldwide. **Has the right to work in the UK.**

Experience

A full list of diverse experience can be found on LinkedIn, a full list of films can be found on the website.

Producer, 1st Assistant Director – BARKING & DAGENHAM YOUTH PROMOTION CAMPAIGN 2025 – 2025

- Budgeting and Scheduling, successfully exceeding initial financial goals
- Ensuring the Post-Production and Audio departments have enough time to deliver the best possible result
- Being the main point of contact for the Barking & Dagenham Council, and all affiliated organisations
- Overseeing all legal compliance tasks and completing expense claims
- Creating a Consent Package for young professionals, tailored in an engaging and easy to understand way
- Creating high quality Business Proposals, professional Crew Agreements and behind-the-scenes photographs
- Working with children with special needs

Videographer and Photographer – EDINBURGH FRINGE FESTIVAL 2025 – 2025

- Capturing quality videos and photographs of the live performances
- Editing and colour grading unique content with a distinct style
- Delivering product in a timely manner, ensuring client's satisfaction

Writer, Director, Producer – EXPERIMENTAL FILM "UNFINISHED" 2023 – 2025

- Recruiting and coordinating a team of over 50 people from over 13 different countries
- Overseeing every aspect of all stages of production, providing motivation and inspiration to the team
- Directing for live-action, motion capture, 3D, 2D, stop-motion animation, with special attention to audio
- Partnering with Suicide Prevention UK and National Trust
- Working with children and animals
- Coordinating in-person and virtual meetings

Director, Producer – HEALTH AND SAFETY INDUCTION ELDON 3D WORKSHOP 2024 – 2024

- Extensive knowledge of Health & Safety policies for the use of wood, metal and plastics workshops
- Extensive knowledge of the use of power tools
- Writing an engaging informational comedy script
- Creating Risk Assessments and schedules
- Ensuring the client's satisfaction

Co-Producer, 1st Assistant Director – DOCUMENTARY FILM "BETWEEN TWO WORLDS" 2023 – 2024

- Interviewing a BBC war journalist, successfully navigating traumatic topics
- Organising travel and accommodation for a team from overseas, completing expense claims
- Coordinating an international team
- Organising Schedules & Call Sheets for an unscripted format
- Securing Risk Assessments and equipment
- Boom operating and audio recording

Producer – UNDERWATER ENVIRONMENTAL FILM "BLUE MEN'S RIDDLE" 2023 – 2023


- Implementing sustainable production practices
- Calculating Carbon Footprint
- Budgeting and Risk Assessments for underwater filming
- Communicating with diving centers
- Overseeing administrative and legal tasks, implementing Health&Safety policies for divers


Producer – ROTTERDAM STORIES 2022 – 2023


- Bridging communication between the team and the clients, communicating with the press
- Creating business proposals, presentations, press kits, and graphic designs for various events
- Overseeing all production aspects and helping on-boarding teammates
- Performing all administrative tasks, managing diaries, and maintaining a tidy and organised inventory and filing system
- Producing, Casting, and Art Department for an LGBTQ+ short film on a sensitive topic
- Organising all in-person and virtual meetings



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1st Assistant Director – SHORT FILMS “DARINA”, “KATYUSHA”, “FAMILY TIES”

2023 – 2024

- Coordinating international teams
- Implementing Health & Safety policies on set for filming on historic sites, the use of fire and fire arms
- Creating Script Breakdowns, Call Sheets, and Production Schedules
- Organising and securing transport and accommodation
- Supporting the audio and camera teams

Technical Skills

Full Clean Driving License, Silvermouse, Albert, Asana, Jira, Trello, Movie Magic, Excel, DaVinci Resolve, Premiere Pro, Avid Media Composer, SyncSketch, WriterDuet, CeltX, Final Draft, Lightroom, Affinity Studio, Figma, Canva, Xero, Microsoft Office, Woodworking tools

Soft Skills

Working with Children, Clients and Animals. Coordinating International and Neurodivergent Teams. Carbon Calculating. Creating Crew Contracts, Talent and Location Agreements, Business Proposals, Grant Applications, Budgets, Risk Assessments, Script Breakdowns, Storyboards, Production Schedules, Call Sheets, and Press Kits.

Conflict Resolution, Problem Solving Under Pressure, Adaptive Communication, Quick Learner, Time Management, Strategic Prioritization, Organized, Attention to Detail, Deadline Orientated.

Additional Engagement

Youth Workshops Producer – VARIOUS SCHOOLS

2025

- Creating engaging workshops for young creatives
- Creating classes about cinema, animation and mixed media for people from 10 to 18 years old

Set Designer – MUSIC VIDEO “WHAT’S IT LIKE TO DO NOTHIN” – YAZMINE MB FT. BABY PANNA

2025

- Creating, furnishing and decorating a set according to the director’s and talent’s vision

Miniature Model Maker – DYSTOPIAN FILM “RESIDUUM”

2024

- Creating intricate miniature models and props from recycled materials

Live Stream Vision Mixer and Live Audio Mixer – LONDON SCREENWRITERS FESTIVAL

2024

- Operating an audio system, ensuring guest speakers’ levels are perfect
- Operating the live stream of the talk panels in the allocated room

Certifications

- Albert Sustainable Production Certification
- 1st And 3rd Assistant Director
- Diversity, equity and inclusion for the screen industries
- 4Skills Work Experience
- Tackling harassment and bullying at work
- Safeguarding for all: basic awareness for the screen industries
- Location coordinator and production manager
- Addressing unconscious bias

Languages

Fluent – English, Spanish, Bulgarian

Pre-Intermediate – Macedonian, Croatian, Serbian

Beginner – French, Dutch

Education

BA(Hons) Film Production

1st Class with Honours
University of Portsmouth

Writing and Directing

Burgas Film Lab

References

Can be provided upon request.

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