



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

- Creating a Consent Package for young professionals, tailored in an engaging and easy to understand way
- Being the main point of contact for the Barking & Dagenham Council, and all organisations
- Budgeting and Scheduling, successfully exceeding initial financial goals
- Working with children with special needs
- Creating professional crew agreements
- Creating high quality Business Proposals and behind-the-scenes photographs

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, and audio
- Partnering with Suicide Prevention UK
- Working with children and animals

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” 2024 – 2024

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

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

Producer – ROTTERDAM STORIES 2022 – 2023

- Bridging communication between the team and the clients
- Writing up business proposals
- Overseeing all production aspects
- Producing an LGBTQ+ short film on a sensitive topic
- Creating Press kits and communicating with press
- Casting and Art Department
- Creating graphic designs for various events

BTS 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



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Experience

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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 the use of fire and fire arms
- Creating Script Breakdowns, Call Sheets, and Production Schedules
- Organising and securing transport and accommodation

Technical Skills

Driver's 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.

Certifications

- Albert Sustainable Production Certification
- 1st And 3rd AD
- 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.

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

Miniature Model Maker – DYSTOPIAN FILM “RESIDUUM”

2024

- Creating 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