

Victoria Juskiewicz - Production Assistant

077 6581 0095 · Victoria.jusz@hotmail.com · London · Full UK Driving Licence/Car (23+)

Production Assistant seeking opportunities to expand their skills and take on greater responsibilities within the production department. Thrives in high-pressure, fast-paced environments with proven strengths in organisation, problem-solving, and communication with great attention to detail. Experienced in ordering department consumables, distributing memos, logging radios, assisting with recces, setting up meetings and maintaining the upkeep of the Production office.

INDUSTRY EXPERIENCE

House of the Dragon S3

HBO/Warner Bros

February 2025 - Ongoing

Production Assistant

Production Manager: Sam Fell

Production Coordinator: Lizzie Warham

The Assassin

Two Brothers Pictures

August 2024

Production Assistant (Daily)

Production Coordinator: Lizzie Warham

In-House POC: Indiana Sky

Two Brothers Pictures

July 2024

Production and Development Intern

Head of Production: Emma Pike

Production Coordinator: Indiana Sky

Sylvia (Short)

Wind & Foster

February 2024

Production Assistant

Producer: Michael Roe

Director: Jevan Chowdhury

SKILLS & ACHIEVEMENTS

- Fluent in Polish.
- Proficient in DPO, Scenechronize, CASHét, MS Office, Google Drive, Adobe Sign and Canva.
- Creating script reports and beat sheets.
- Monitoring and collating assets using an asset list.
- Processing drive on and daily pass request.
- Printing and managing sides.
- First Class Honours awarded for 23-minute long dissertation documentary 'Kim Jestem'.

EDUCATION & CERTIFICATIONS

- University of Leeds. BA (Hons) Film, Photography and Media, 2:1.
- Quallsafe Level 3 Award in Emergency First Aid at Work (RQF).
- Film and TV Online Safety Passport Course - The Mark Milsome Foundation.
- Various Screenskills courses such as: Coronavirus Basic Awareness on Production.
- Canva Essentials.

OTHER EXPERIENCE

Sales Associate, River Island, Watford – November 2023 to February 2025.

Peer Support Assistant, University of Leeds Careers Service – October 2022 to June 2023.

Co-Social Media Secretary, University of Leeds Badminton Society – September 2022 to June 2023.

Volunteer, Leeds International Film Festival – October to November 2022.

Mentor, Elstree Dreamcatcher Film Camp, Borehamwood – July to August 2019.

Volunteer, Barnardo's, Hertfordshire – October 2018 to January 2018.

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