



Magdalena Zabecka

PRODUCTION ASSISTANT

CONTACT

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EDUCATION

VISUAL EFFECTS - 2:1 BA (Hons)
Escape Studios
(2016-2019)

ANIMATION AND GAME DESIGN -
(Higher National Certificate)
CONEL College
(2015-2016)

SKILLS

Photoshop & Illustrator
Maya
Nuke & Mari
2D & 3D Animation
Substance Painter & Designer
Davinci Resolve
MS Office
Premiere Pro
After Effects
Video production

INTERESTS

Filmmaking
Screenwriting
Philosophy
Literature
Animation
Fine Art
3D & Digital Art
PR & Digital Marketing

PROFILE

Highly organised, forward-thinking and process-driven production assistant with strong communication skills. 3years +, of administrative, CGI, animation and video production experience.

Comfortable working across Creative Suite, MS Office, Shotgun, Ftrack and able to learn new software and skills quickly and effectively.

I am confident and very enthusiastic individual with great passion for animation and filmmaking, seeking for a challenging role in

EXPERIENCE

Vfx Runner/Studio Assistant
Goodbye Kansas Studios (July 2019- March 2020)

Managing general office admin duties to ensure the office runs smoothly and efficiently.

My key focus was centered on supporting a number of different departments including HR and Production. Organising accommodation and flights for senior team members. Calendar and email management. Being the first point of call to visitors and clients. Management of office spreadsheets and documents. Working across Creative Suite and MS Office.

Video and Content Creator/Editor
Freelance (2017 - Present)

Developing and creating visual content including music videos, Instagram promo videos and graphics. All aspects of video production; filming, editing and grading.

Strong research and pitching skills.
Creating mood boards and production plans.
Making sure each shot/asset is delivered to schedule and budget.
Managing several projects at the same time.

Receptionist
Boston Court Hotel, London (2017-2018)

General reception and office enquiries.
Excellent communication skills and sensitivity to the needs of customers. Ability to multitask, working efficiently under time pressure.