



# WERONIKA NOWICKA

## PRODUCTION MANAGER

### CONTACT

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### EDUCATION

**University of Warsaw**  
Master's degree, American Studies  
October 2013 – June 2015

**SGH Warsaw School of Economics**  
Postgraduate studies, Coaching  
October 2013 - September 2014

**SWPS University of Social Sciences and Humanities**  
Bachelor's degree, English Studies  
faculty: Translation  
October 2006 - June 2009

### SKILLS

- Windows Office and Mac
- excellent interpersonal and teamwork skills
- ability to perform under a tight schedule
- responsibility, independence and accountability

### LANGUAGES

**Polish** - native  
**English** - fluent  
**Spanish** – upper-intermediate

### EXPERIENCE

#### ***The Film Ensemble - "Contract"***

November 2015 – now  
dir. Brunon Brejt, Feature Film in production  
Production Manager

- hiring crew and talent
- budget and shooting schedule
- negotiations
- location scouting & hire

#### ***Nowe Projekcje Dariusz Zalewski***

October 2016 - January 2017  
Production Coordinator, TV show for TVN

- hiring crew and talent
- budget and shooting schedule
- negotiations

#### ***Production Coordinator at Papaya Films, Warsaw***

July 2016 – October 2016

- hiring crew and negotiation working conditions
- casting
- location scouting and negotiating terms & conditions
- production coordination, coordinating shooting days
- hiring equipment and negotiating deals
- coordination of production of commercial movies for Parodontax, Pepsi, Nałęczowianka, Wyborowa, Rossmann

#### ***Production & Event Manager, ORKA Production Studio, Warsaw***

February 2016 – July 2016

- press conference and event production
- PR
- Social media PR
- Post-production coordination of internal projects (B-roll etc.)
- Translating Polish -English

## CREDITS

### **Monika W. (2017)**

dir. Paulina Skibinska  
Short Film  
Production Manager

### **Black Sheep (2017)**

dir. Youssef Ouarrak  
One-take Feature Film  
Production Manager

### **Łowcy (Hunters) (2017)**

dir. Diana Zamojska  
Short Film  
Production Manager

### **Żyjemy w najlepszym z możliwych światów (We Live In The Best of Possible Worlds) (2017)**

dir. Joanna Kuzmienko  
Short Documentary  
Production Manager

### **Bez Ciebie (Without You)**

by Katarzyna Cerekwicka (2017)  
dir. Monika Majorek  
Music Video  
Production Manager

### **Big Yellow Taxi by Monika Borzym (2016)**

dir. Jan Macierewicz  
Music Video  
Production Manager

### **Alarm by Adam Ickiewicz (2016)**

dir. Brunon Brejt, The Film Ensemble  
Music Video  
Production Manager

### **The Island by Aleksander Debicz (2015)**

dir. Wojciech Klimala  
Music Video  
Production Manager for Warner Music Polska

### **H&M Before The Show Commercial (2015), dir. Filip Tulak for Papaya Young Directors Competition**

Producer

- hiring crew
- schedule and equipment hire
- budget and negotiations
- location scouting and hire

### **PA to Director of Programming, NC+, Warsaw**

September 2015 – February 2016

- Running of the office, admin
- Calendar planning and organising trips and delegations
- Handling communications between the director and his team
- Translating English/Polish

### **PA to Head Editor at Filmpro, Warsaw**

August 2014 – August 2015

- Running of the office, admin
- Subscription coordination
- Translating English/Polish

### **Production Assistant, TrzyFilm, Warsaw**

March 2015 - June 2015

- creating production booklets
- Assisting on set
- Location scouting
- Hiring the crew

### **Spitsbergen dir. Michał Szczesniak (2015)**

Production Assistant

- Hiring actors and extras
- Assisting on set
- Schedule planning
- Script breakdown
- Negotiating salaries for actors
- Casting