

Victoria Jurecka

Production Assistant

victoriajurecka03@gmail.com

(407) 872-9273

<https://victoriajurecka03.wixsite.com/film-portfolio>

EXPERIENCE & SKILLS

Film Florida Production Assistant Certification • 3 years face-to-face customer service experience • Bilingual English and Spanish • Cold calling and emailing • Microsoft and Google suites • Front Office Management • Production paperwork • Scriptwriting software • Auditing • Location scouting

<u>PRODUCTION</u>	<u>POSITION</u>	<u>DATES</u>
Path to Yesterday MFA Feature	UPM / Producer	2023-2024
Red Flag Rising MFA Feature	On-set Associate Producer	2022-2023
INTO MFA Proof of Concept	Associate Producer/ Location Scout	2022
Wherever You Are Independent Short	Associate Producer	2026
In Your Arms Student Short	UPM/ Producer	2025-2026
Developpe Student Short	Producer/ Location Coordinator	2025-2026
Attempt 101 Student Short	Producer	2024
Gaia Student Short	UPM	2023
Caught in the Storm Student Short	UPM / 1st AD	2022
Rosie Glass Student Short	UPM / Producer	2022-2023
The Paradox Junior Student Film	Writer/Director/UPM	2024-2025
Standstill Student Thesis Short	Writer / Director	2025-2026

CURRENT EMPLOYMENT

Knights Circle Leasing Office: Leasing Assistant • 2023- Present