

# VERA FILIPPOVA

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Collaborative and results-driven Project Manager with 5+ years of experience in theatre, film, TV, and live events. Skilled in managing productions, coordinating schedules, and overseeing communications & PR, with a strong ability to lead teams and deliver high-quality creative projects. Experienced in working across artistic and technical disciplines, ensuring seamless collaboration in fast-paced environments. Passionate about fostering talent, learning new skills, and creating a positive impact through the arts.

## SKILLS

Calendar and expense management | Event Coordination | Interpreting - Russian (fluent)  
Production Management | SEO Copywriting | Videoediting | MS Office | Adobe & Google Suite

## RELEVANT EXPERIENCE

**Executive Assistant to Artistic Director** FEB 2024 - DEC 2024

*Intermission Youth Theatre, London*

- Achieved 95% satisfaction rate in a writers' programme by engaging 20 industry leaders and 250 guests, successfully leading its development and integrating it into the company's 5-year plan for long-term impact.
- Expanded the firm's impact on London's theatre youth by leading the development and execution of project plans on behalf of senior executive staff and external stakeholders.
- Optimised the Director's use of time and capacity by working closely with the Artistic director to routinely determine priorities and screen incoming project requests.
- Supported senior executives by streamlining operations, facilitating meetings, managing diary, disseminating action points, reports, and conducting competitor market analysis.

**Project Manager for HNWIs and Art Collectors** JUN 2022 - NOV 2023

*KNGK Trading SA, London*

- Represented High Net Worth clients in negotiations, meetings, sales, and acted as liaison to foster effective communication in all forms, among parties of differing languages.
- Coordinated client travel itineraries both internationally and domestically of groups of up to 20, and supported clients on travel with around the clock concierge service and administrative support.
- Consistently provided cost savings through pricing analysis of proposals for large asset acquisitions, while managing and balancing expense accounts in excess of £200,000.
- Led a budgeting effort that leveraged in-house accountants to bring about standardization of confidential expense reporting processes, leading to a reduction of time & effort when determining client's tax obligations.

**Assistant Producer** SEPT 2017 - AUG 2018

*Pelican Production Studio, Moscow*

- Manage of the crew and cast of an award-winning show with a weekly viewership of 24.7 million people.
- Manage of international travel requirements such as tickets, accommodation, transportation, work visas and calendar/schedule management for large scale production teams.
- Took initiative in a fast paced and dynamic environment to cross train with different disciplines across the production teams to better support multiple on-going productions. Recognised by peers and production management for a strong sense of time management and creation of a digital task delegation system that optimised production workflows and internal systems.

**Videographer & Editor**  
*Charles & Keith (Singapore)* - BUYER VIDEOS (2023)

**Videographer**  
*Why & Ko (Singapore)* - SM CAMPAIGN (2023)

**Videographer**  
*Platform 13 (London)* - PENHALIGONS SM CAMPAIGN (2023)

**Producer**  
*UAL, Short Film (London & Kent)* - OUT OF SIGHT (2020)

## EDUCATION

**University of Westminster** SEPT 2021 - JULY 2022  
MA MEDIA MANAGEMENT

**University of the Arts London** SEPT 2017 - JULY 2020  
BA (Hons) FILM PRACTICE