

# ZUZANA BARTOSOVA

Vancouver, Canada

+1 (236) 862-9161

[zuzanka.bartosova@gmail.com](mailto:zuzanka.bartosova@gmail.com)

SENIOR PRODUCTION COORDINATOR

I am a skilled Senior Production Coordinator with extensive experience in managing the full spectrum of animation production workflows. With a focus on clear communication across departments and smooth execution of complex projects, I thrive in fast-paced environments, consistently meeting deadlines and maintaining high standards. I enjoy fostering collaboration and mentoring teams, bringing a balanced and thoughtful approach to production.

## EDUCATION

Master of Arts: Production of  
Audiovisual Art  
**Academy of Performing Arts in  
Bratislava**  
**Film & TV Faculty, Slovakia**  
Sep 2011 - Jun 2016

## TECHNICAL SKILLS

Adobe Suite  
Google Suite  
Movie Magic  
MS Office  
ShotGrid

## COMMUNICATION SKILLS

**English** (advanced)  
Oxford Certificate of English  
(European B2)  
**French** (intermediate)  
DELFL Certificate of French  
(European B1)  
**Czech** (active)  
**Slovak** (native)

## INTERESTS

Cultural events (festivals)  
Dance (figure skating)  
Music (piano)  
Theatre (poetry)  
Travelling (world)  
Sport (skiing)

## ICON Creative Studio

May 2021 – Nov 2023

Production Coordinator – *de facto* PM  
(LAY, ANIM, SFN, FX, LRC)

*Alice's Wonderland Bakery*, Disney+ TV series (2 seasons):

- Managed multiple shows, tracked weekly progress, hosted daily meetings, and resolved flags to ensure tasks were completed across departments.
- Scheduled strategically to meet deadlines, balanced long-term goals with urgent priorities, effectively multitasked and solved unexpected issues.
- Demonstrated proficiency in cross-departmental workflows, maintained clear communication and seamless collaboration between all parties, including clients.
- Improved tracking systems, created SG projects, streamlined workflows, and maintained high-quality standards under tight deadlines.
- Trained and mentored new team members, ensuring smooth transitions and independent performance.
- Contributed actively to the development and efficient operation of production by overseeing updates, reporting progress, and providing support to both colleagues and management.

## BRON Animation

May 2019 – Feb 2020

Production Coordinator  
(LRC)

*The Willoughbys*, Netflix feature film:

- Tracked weekly shot targets, conducted rounds with artists, facilitated technical kickbacks, prepared playlists for daily reviews, and processed notes.
- Developed a deep understanding of CG-based workflows, with a proven ability to collaborate with other departments, artists, and production staff.
- Multitasked effectively on different levels, solving problems in a fast-paced environment.
- Utilized critical thinking skills to manage a large volume of incoming and outgoing tasks.
- Gained strategic scheduling experience with an adaptive approach to meeting deadlines.

## FURIA FILM

Jan 2016 - Jul 2018

Producer's Office, 2nd AD

*The Cellar*, European feature film (starring Jean-Marc Barr):

- Coordinated actors' schedules, transport, accommodation, and catering.
- Prepared call sheets and provided production assistance.
- Handled administrative tasks, invoicing, and preparing employee contracts.
- Assisted with budget planning and communication with co-producers.
- Organized regular staff meetings and managed general office duties (purchasing and maintenance).
- Supported the production of teaser shoots.
- Enhanced marketing efforts by managing the company's website and social media.

Extended Resume at [www.linkedin.com/in/zuzana-bartosova](https://www.linkedin.com/in/zuzana-bartosova)

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EXPRESSION OF INTEREST – PRODUCTION TEAM

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Dear Recruitment Team,

I am writing to express my interest in joining your studio in a Production role. With extensive experience in production coordination across various departments, I am confident that my skills and work ethic would be a valuable asset to your team.

From a young age, I've been captivated by the magic of storytelling through film. Watching behind-the-scenes documentaries on how visual effects and animation teams work together to bring incredible worlds to life sparked my passion for this industry. Since then, it has been my goal to contribute to this craft, enjoying the role of being at the heart of the organization - bringing the pieces of the puzzle together to ensure the final picture looks perfect.

Most recently, I worked as a Production Coordinator in the Layout, Animation, Shot Finaling, Effects, and Lighting/Rendering/Compositing departments at ICON Creative Studio on the Disney+ TV series *Alice's Wonderland Bakery* (2 seasons). Prior to that, I was a Production Coordinator in the Lighting/Rendering/Compositing department at BRON Animation for Netflix's feature film *The Willoughbys*. In these roles, I was responsible for managing rounds with artists, organizing dailies, ensuring deadlines were met, resolving technical issues, and maintaining smooth workflows across departments.

I believe the skills and experience I have gained in previous work settings will bring fresh insight and approach to your studio. I am a friendly, energetic, and self-motivated individual who can prioritize tasks, perform well and remain flexible under pressure, learn quickly, and use initiative to solve problems. My strong enthusiasm and time-management skills, combined with my ability to grow in a role while handling responsibility and building positive relationships, would make me a valuable addition to any of your teams.

In previous roles, I took the initiative in managing shows with minimal guidance and trained and mentored new team members, ensuring smooth transitions and independent performance. I am also highly skilled in communication, keeping teams aligned and informed of key updates. My ability to multitask and manage time effectively has enabled me to balance multiple shows, meet deadlines, and ensure projects stayed on track, even during challenging times. By hosting daily meetings, tracking progress, and addressing flags promptly, I contributed to well-coordinated and efficient production processes.

In addition to my problem-solving skills, I have experience optimizing workflows and project-tracking systems. I take pride in my attention to detail, ensuring documents and reports are accurate, consistent, and easy to understand. I believe my proven knowledge, strong work ethic, and dedication to quality would bring significant value to your studio.

I would welcome the opportunity to contribute to your production team and help achieve your creative goals. Thank you for your time and consideration. I look forward to discussing how my skills and experience can support your future projects.

Kind regards,



Zuzana Bartosova