

GEORGI WYBORN

+64 21 394 489 | Auckland, AUK, 1011 | georgiwyborn@gmail.com

SUMMARY

I'm an experienced production professional specializing in logistics coordination, on-set support, and administration. I've worked as a Production Assistant, Runner, and Craft Assistant on short films, TV commercials, and larger productions. I handle tasks like booking equipment, picking up gear and props, acting as a point of contact for all departments, managing data entry, receipts, wardrobe fittings, staff meetings, and client-facing interactions. I thrive in fast-paced environments, always bringing a strong sense of teamwork and attention to detail. Not all of my smaller jobs are listed on my CV, so feel free to reach out if you'd like more information.

PROFESSIONAL SKILLS

- Team collaboration
- Bookkeeping
- Administrative support
- Customer Relations
- Espresso Machine Operation
- Data Entry
- Effective Time Management
- Office Maintenance
- Proficient in Excel, Word, Power Point, Pages and Premiere pro

WORK EXPERIENCE

Production Assistant / Craft Assistant

Zine Film Collective

Jan 2025 - Feb 2025

Auckland, New Zealand

- Coordinated meals for cast and crew, meeting dietary needs and maintaining high standards.
- Operated coffee equipment and managed the craft services table.
- Assisted Talent with day-to-day needs and provided on-set support.

Craft Assistant

The Wrecking Crew

Sep 2024 - Dec 2024

Auckland,

- Operated espresso machines and commercial coffee brewers to create beverages.
- Managed and replenished the craft services table, ensuring snacks and drinks were available for the cast and crew.
- Coordinated morning and afternoon tea for 260 cast and crew, meeting dietary needs and maintaining high presentation standards.

Production Coordinator

Yarn & Thread Productions

Feb 2024 - Apr 2024

Auckland, New Zealand

- Sourced equipment including production vehicles, portaloo, radios, and off-site catering.
- Acted as an on-set runner, assisting with tasks such as escorting talent, managing coffee orders, and supporting catering.
- Assisted the Chaperone in managing young talent.
- Handled receipts and documentation for production gear purchases.
- Managed talent sign-in/out forms and coordinated dietary requirements for cast and crew.

Production Assistant

Double Barrel

Jan 2024 - Feb 2024

Auckland, New Zealand

- Managed production bookings, including talent and production vehicle arrangements.
- Acted as an on-set runner, handling tasks like coffee runs and vehicle pickups/drop-offs.
- Managed receipts for production props and gear.
- Coordinated wardrobe fittings through liaison with talent agents.
- Maintained office records, both digital and physical, including production books, call sheets, and sign-in/out forms.

EDUCATION

Bachelor of Screen Arts: Creative Media Production, Digital Video Production, Audio Production and Sound Design, Creative Writing

Massey University, Wellington

2023

REFERENCES

- James Fink-Jensen from Zine Film Collective +64 21 028 67704 jamescfj@gmail.com
- Valentina Vaessen from JOEY ltd The Wrecking Crew +64 21 120 1609
- Bridget Bolton-Riley from Double Barrel +64 21 263 9008
- Drew Stanton from Film Locations NZ +64 21 328 210 drew@filmlocation.co.nz