

VALERIA KANDIBULA

+1 470 263 8997 | valeria.kandibula@gmail.com | Los Angeles, CA

PROFESSIONAL EXPERIENCE

COSTUME PRODUCTION ASSISTANT | Los Angeles, CA & Atlanta, GA *Dec 2016 – Present*

- **Financial & Administrative Support:** Prepared comprehensive financial reports, budget tracking documents, and reconciled accounts, ensuring accuracy and compliance with company policies. Assisted senior production accountants with data entry, invoicing, and reconciliation tasks.
- **Inventory & Logistics Management:** Oversaw costume and accessory inventory management, tracking rentals, returns, and exchanges from external vendors. Ensured all items were maintained in excellent condition and delivered to set in a timely manner.
- **Documentation & Correspondence:** Managed all incoming and outgoing correspondence related to financial transactions, contracts, and vendor communications, ensuring all documentation was complete, filed correctly, and easily accessible.
- **Collaboration & Communication:** Worked closely with costume designers, production teams, and other departments to ensure project timelines were met. Provided proactive solutions for potential delays, coordinating with multiple stakeholders to ensure smooth operations.
- **Discrepancy Resolution:** Investigated discrepancies in payments, invoices, and budgets, liaising with vendors and internal departments to resolve issues efficiently, ensuring that records were updated and accurate.
- **Costume Design Support:** Assisted costume designers with daily tasks, such as organizing wardrobe fittings, ensuring all garments were properly tagged and stored, and helping facilitate on-set costume changes.

One of them days featured film | Supervisor - Annie Garrity, Designer - Kairo Courts

Netflix, A Family Affair (Additional photography) | Supervisor - Robert Mathews, Designer - Jeffrey Kurland

ABC, Grey's Anatomy season 20,21 | Supervisor - Winifred Kennaner, Designer - Roemehl Hawkins

ABC, Station 19 season 4-6 | Supervisor - Rebecca St John, Designer - Roemehl Hawkins

Netflix, The Prom | Supervisor - Lynda Foote, Designer - Lou Eyrich

HBO, Silicon Valley season 6 | Supervisor - Leeann Radeka, Designer - Christina Mongini

FOX, Bless This Mess season 1 | Supervisor - Cassandra Conners, Designer - Christina Mongini

NBCUniversal, World of dance season 2,3 | Supervisor - Grainne O'Sullivan, Designer - Marina Toybina

FOX, So you think you can dance season 15 | Supervisor - Grainne O'Sullivan, Designer - Marina Toybina

The CW, Valor pilot episode | Supervisor - Kristin Morlino, Designer - Caroline Marx

Universal studios, Pitch Perfect 3 | Supervisor - Lisa Coffey, Designer - Salvador Perez

STYLIST ASSISTANT | Los Angeles, CA 2018

- **Tour Prep & Wardrobe Styling:** Assisted in the preparation and management of wardrobe for major musical tours, including the *Shania Twain* and *So You Think You Can Dance* tours. Worked closely with stylists and designers to organize, fit, and manage performers' outfits and accessories.
- **Coordination & Execution:** Supported the logistical execution of on-stage wardrobe changes during live performances, ensuring costumes were available and ready for quick alterations or adjustments when needed.

EDUCATION

KHARKIV NATIONAL UNIVERSITY OF CONSTRUCTION AND ARCHITECTURE | Kharkiv, Ukraine

Design of Architectural environment September 2010 - May 2014

GEORGIA FILM ACADEMY | Atlanta, GA

Certification in Film January - December 2016

KEY SKILLS & COMPETENCIES

- **Costume Design & Wardrobe Management:** Expertise in organizing, maintaining, and executing complex wardrobe needs for high-profile film and television productions.
- **Financial Reporting & Budget Tracking:** Skilled in generating financial reports, handling budget reconciliation, processing invoices, and resolving discrepancies.
- **Inventory Management:** Proficient in managing and tracking inventory, from costumes to accessories, ensuring accurate records of rentals, returns, and exchanges.
- **Problem Solving & Discrepancy Resolution:** Strong ability to identify and resolve issues proactively, minimizing impact on production timelines and budgets.
- **Collaboration & Cross-functional Teamwork:** Demonstrated success in working with diverse teams, including designers, directors, and production staff, to ensure smooth operations.
- **Attention to Detail:** A keen eye for detail in all aspects of costume production, from managing inventory to supporting costume design on set.
- **Time Management & Multi-tasking:** Ability to manage multiple tasks simultaneously while adhering to strict deadlines in high-pressure environments.
- **Communication Skills:** Excellent written and verbal communication skills, including drafting clear reports and maintaining professional correspondence with internal and external stakeholders.

TECHNICAL PROFICIENCIES

- **Microsoft Office Suite** Excel, Word, PowerPoint
- **Adobe Creative Suite** Photoshop, Illustrator
- **Financial Software:** CASHET