

PROFILE

Freelancer with experience in feature films and HETV dramas, as well as administrative and customer service roles. I am a Film Production MA graduate, have participated in Calltime Agency Runners Training Day, as well as their yearly Trainee program and the Screen Yorkshire Runners Bootcamp. I am friendly, I can pick up new skills and knowledge very fast, and no task is too big or too small for me.

SKILLS

- Office skills: managing calls and photocopies, providing support to senior staff, writing emails
- Excellent copywriting and editing skills and high attention to detail
- Computer skills: Mac and Windows Office programs
- Experience working in fast-paced environments
- Knowledge of Film and Television Production - University educated and on-set experience
- Languages: English and Italian (fluent), French and Spanish (intermediate)
- Knowledge of Social Media platforms (Facebook, Twitter, Instagram, YouTube and LinkedIn)
- Adobe Suite (Premiere, Photoshop, Illustrator)
- Teamwork and Team Management skills
- Customer service and administrative experience / senior management support

EMPLOYMENT

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| Nomination (York)
Oct 2016 - March 2019 | PT Supervisor & Social Media Supervisor (Promoted July 2017)
Social media management, visual merchandising, customer service, practices optimisation, administrative support, team management and store management. |
| Hulu
Nov 2018 | Location Marshal on "The Great"
Set up filming areas, lock off, ensure location's policies are upheld, communicate with members of the public. |
| Universal Pictures
Nov 2018 | Location Marshal on "Hobbs and Shaw"
Set up filming areas, lock off, provide assistance to different departments, ensure location's policies are upheld, work as a team to ensure smooth running of tasks. |
| BFI
Oct 2018 | Volunteer at London Film Festival (Runner)
Attend to celebrity guests in the green room, help with managing public and queues, facilitate Q&As, assist venue coordinators with any last minute requests. |
| Working Title Films
May 2018 - June 2018 | Location Marshal on "Yesterday"
Provide general assistance to the locations team, deal with members of the public. |
| Paramount Pictures
Sept 2017 - Feb 2018 | Location Marshal on "Mission Impossible: Fallout"
Help prepping location for shoot, running errands, supporting different teams on set and directing crew and crowd. |
| 20th Century Fox
Oct 2017 - Nov 2017 | Location Marshal on "Bohemian Rhapsody"
Help scouting locations, provide general support to the location managers, deal with members of the public and running errands. |

EDUCATION

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| University of York (UK)
Sept 2015 - Sept 2016 | MA Digital Film and Television Production
Awarded Distinction - Creative Skillset approved MA program
Final Project: Dating Mr. Darcy (short film) |
| John Cabot Uni (Italy)
Sept 2012 - May 2015 | BA Communications and Media Studies, Minor in Philosophy
GPA: 3.90/4.00 (Summa Cum Laude) |

REFERENCES AVAILABLE UPON REQUEST

I hereby give my consent to the treatment of my personal data for employment purposes.