

NIKO DONINI

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 02/23/2001

 B category

PROFESSIONAL PROFILE

Directing student, with scholastic and extracurricular curricular experiences, where I had the opportunity to interact with multiple internal and external interlocutors. I currently work as a production secretary for Ventottoluglio srls, Caracò and Ladybug CorssMedia srl. I am a reliable person with a strong motivation to grow professionally in the sector

Cinematographic, I know how to deal with assigned tasks with commitment and determination, always acting in compliance with the feedback and recommendations of colleagues and superiors with a view to continuous improvement of the service.

ABILITY AND COMPETENCE

- Predisposition for professional growth
- Determination
- Flexibility
- Aptitude for problem solving
- Availability
- Ability to work as a team
- Knowledge of sector regulatory regulations
- Ability to adapt and learn quickly
- Concentration
- Use of the main IT tools
- Internet and email
- Dynamism and motivation
- Communication and relationship skills
- Organization skills

EDUCATION E TRAINING

Florestano Vancini School of Cinematographic Art
Ferrara • 06/2023

Three-year diploma: Direction
Obtained a high school diploma from the Artistic High School of Urbino, Multimedia direction

WORK EXPERIENCE

Ventottoluglio srls-Product inspector

Bologna, BO • 01/2024 to date

"THE UNPREVISED" PROJECT - cortametraggio

- Monitoring and updating of the progressive state of progress.
- Coordination of the different phases of company production.
- Production planning of activity based on availability of resources.
- Monitoring of workflows to ensure the quality standards established by management.
- Coordination of production activities.
- Participation in the development and management of the project, ensuring the quality of the final product and punctual delivery.
- Collaboration with director and creative team in finding the right balance between artistic vision and technical constraints.
- Effective communication with team members and production companies to ensure the project runs smoothly.
- Demonstrate poise and professionalism in a fast-paced, constantly evolving environment, effectively managing complicated situations and difficult people to achieve set goals.
- Visit to various filming locations and manage outdoor operations, supervising a production team of around 15 people.

Ladybug CrossMedia srl-Production secretary

Milan, ME • 01/2024 to date

- Making appointments and managing agendas based on the availability provided by the contact persons.
- Sorting of incoming mail and sending of emails, letters and circulars according to the instructions received.
- Updating of data within the management system and archiving of company documentation.
- Management of orders for office materials and interactions with reference suppliers.

- Preparation of presentations, handouts and photocopies for meetings and meetings and drafting of related minutes.
- Quick and precise execution of assigned tasks.
- Organization of work and optimization of timing to reduce waste of time.
- Planning of work activities in compliance with the required deadlines.
- Performing activities outside of your role to support colleagues and the structure.

Ventottoluglio srls-Production secretary

Bologna, BO 11/2023-to date

PROJECT "CHAPITEAU - A CIRCUS FAMILY" - documentary

- Updating of data within the management system and archiving of company documentation.
- Professional use of Microsoft Office applications for the production of texts and documents, presentations with graphs and tables and for the construction of specific databases.
- Support in carrying out the company's administrative and accounting activities.
- Planning travel and business trips, taking care of booking flights, hotels and car rental services.
- Planning of work activities in compliance with the required deadlines.
- Search for customer satisfaction through a high level of attention to service.
- Performing activities outside of your role to support colleagues and the structure.
- Carrying out activities aimed at personal and professional improvement.
- Change of location and role when required for work needs.
- Production planning of activities based on resource availability.
- Proposal and execution of activities capable of completing and facilitating the assigned work.
- Use of communication methodologies capable of facilitating relationships with different interlocutors.

I authorize the processing of personal data contained in my CV pursuant to art. 13 of legislative decree 196/2003 and art. 13 of EU regulation 2016/679 on the protection of individual citizens regarding the processing of personal data

Niko Bonini