

Maria Etienne

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FILM EXPERIENCE

Development Assistant

Pantheon Entertainment

November 2022– now

- Conducted IP research for current & future projects
- Participated in developmental meetings alongside executives and clients
- Created pitch decks for projects in development

Assistant Director

Short: The Courtyard

December 2022

Development Assistant

Film: The Pandal Syndrome

2022

- Translated, edited, and localized publicity texts under multiple deadlines
- Wrote, revised, and researched detail-rich European Union grant application documents
- Researched medical information for accuracy in writing
- Collaborated with the writer/director on the English version of the film treatment

Post-Production Assistant

Film: Michele – Hollywood è un'altra cosa

2022

- Edited and translated promotional material for the film and production company
- Coordinated translation segmentation
- Utilized Google suite to ensure continuous remote work across multiple groups
- Translated and localized subtitles (Italian → English)
- Researched transcultural terms (Spanish/Italian→ English) to ensure cultural accuracy

Transcriber / Translator

EduCinema Climate Tour Action

2022

- Transcribed and logged Italian dialogue
- Translated Italian to English and localized the text for subtitles
- Coordinated translation segmentation

Script Reader

Big Apple Film Festival, Remote

May 2021 – March 2022

- Evaluated scripts (feature, 1-hour & 30-minute pilots) for advancement
- Provided notes on scripts
- Watched for continuity between scenes

Director's Assistant

Showbiz Movies , Bologna (IT)

October 2020 – December 2020

- Coordinated cast and crew during shoots; problem-solved emergent issues during production
- Produced social media content and online course content
- Collaborated with director and writer on script development and wrote detailed notes from script brainstorm sessions
- Organized, edited and translated an original course on directing

Script Reader

Austin Film Festival, Austin (USA)

May 2011 - July 2014

- Evaluated scripts for advancement
 - Returned coverage for rejected scripts
 - Created script breakdowns
 - Signaled plot holes to ensure that continuity errors are avoided
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OTHER EXPERIENCE

Tour Director/Leader

WorldStrides

March 2022 - now

- Answered calls, responded to emails, and managed paperwork
- Managed tour logistics, on-tour finances, and post-tour financial claims
- Liaised with local and international service suppliers and coordinated multiple events through consecutive days
- Interacted with clients and suppliers
- Handled confidential, sensitive materials relating to clients and suppliers

Photographer

Freelance

September 2017 – now

- Photographed clients in iconic spots like Florence, Venice, & Bologna
- Product photography used in ad campaign of Deliveroo
- Published in online magazines and platforms like Fortementeln, Cellar Tours, Mutzine, etc
- Created social media content for local businesses and events
- Met deadlines on deliverables for projects

Senior Staff Organizer & Receptionist

Haverford Women's Center, Haverford (USA)

September 2009 – May 2014

- Coordinated and manage the center's calendar and set up meetings as well as other daily administrative tasks
- Answered calls, responded to emails, and managed paperwork
- Envisioned, organized and produced events in the Haverford college community
- Selected and reserved event locations and contacted potential speakers
- Drafted meeting agendas and compiled notes during inter departmental meetings
- Assisted with project related support and interfaced with other departments while facilitating meetings and providing status updates on projects

EDUCATION

M. A.: Cinema, Television, & Multimedia Productions (102/110)

University of Bologna, Bologna (IT)

September 2018 – March 2022

***Thesis:** Television Production and its effects on its products: a case study of three systems (USA, South Korea, & Egypt [currently available only in Italian])*

Destination DocMaker: Audiovisual Content Creation & Social Media Management

EU Social Media Formation Course

June 2020 - February 2021

Short Film Certificate

EU Cinema Formation Course

January 2020 - June 2020

Korean Language & Culture

Yonsei University & Ewha Women's University

March 2016 - February 2017

B. A. History

Haverford College, Haverford (USA)

September 2009 – May 2014

SKILLS

Organization, Research, Copywriting, Script Analysis & Coverage, Social Media

Language: English (Native), Italian (Advanced), Korean (Intermediate)

Software: Movie Magic Scheduling, Adobe Photoshop, Final Draft, Canva, Google Suite, Microsoft Office