



ABOUT ME:

I am a reliable, curious, dynamic person with good organizational, IT, and linguistic skills.

I've completed some short training courses in screenwriting, reception, digital tools, and social media promotion.

After a solid twenty-year career in sales and organizational fields, I have chosen to put my skills and professional maturity to work in audiovisual production. I offer the reliability and autonomy of a senior profile combined with maximum flexibility for operational and logistical support roles.

YADIA MURÚA

Born in Argentina il 04/29/1980

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📍 Via Luigi Carlini 3, Rimini

Italian citizenship

Own car - Driving licence B

WORK EXPERIENCE:

March-May 2026: Production Coordinator

Film: Piove col Sole by Kristian Gianfreda

Organizer: Miriam Febei

Coffee Time Film- Meclimone Produzioni Rimini

During pre-production:

- Request quotes and contact with suppliers and sponsors
- Coordination of communications between the crew, the cast and actors
- Coordination of accommodation, travel and pickup for cast and crew
- Creating material dedicated to actors with autism
- Publications on social channels

During production:

- I worked closely with the production inspector to cover the needs of the set and coordinate the work of the runners
- CALL SHEET e TL
- Occasionally, runner/pick up actors and crew

Summer 2025: Language Assistant-Reception

Residence La Dolce Vita/Residenza Riva Azzura

- Guest language assistance, email management, reservations, and quotes.

November 2024-March 2025: General/Commercial Secretary for Event Organization -Rimini Tour srl

- Managing customer requests via infoline and social media, selling tickets and tables for events.
- Dialogical negotiation with foreign customers.

PROFESSIONAL PROFILE:

Experience as a production organizer's assistant and production coordinator, general secretary, linguistic assistant, administrative support, customer service on the company infoline, experience in sales.

Excellent communication skills and problem solving, with a constant focus on customer satisfaction.

SKILLS:

- Excellent communication skills
- Problem solving skills
- Basic use of WORDPRESS-WOOCOMMERCE, Stripe, Paypal, Homebanking, My Forecast
- I use Excel, Canva, Capcut, Power Point
- Customer orientation
- Work in dynamic environments

LANGUAGES:

- Italian (excellent)
- Spanish (native speaker)
- Russian (intermediate)
- English (intermediate)

- Administrative support: payment of invoices, salaries, management and archiving of documents, emails and certified emails.
- Event reports, quote requests, supplier contacts, and merchandise purchases for hotels and offices.

Summer 2025- Golden Goose, Oro Nero, Elephase

- For GRAND PRI MISANO, BPER and PLENITUDE Hostess, guest reception, dialogue interpretation

Summer 2024- Aircourtesy Rimini

- Sales assistant for the Pollini-I Love Moschino brand, Cromia and at the perfumery inside Rimini airport - 4th level employee

Summer 2023- Bioboutique Hotel Xù-Rimini

- Guest reception and breakfast service.

Summer 2022- Antony Morato-Riccione

- Sales assistant, customer service.

Summer 2021- Dottor Fish- Rimini

- Sales assistant, customer service.

Summer 2021-22-23- Vivaevents, Oronero, Giza-Rimini

- Hostess for public competitions, fairs, conferences and events
- Competition assistant for dance championships. FIDS

2006/2019- Cisalfa Sport spa- Rimini

- Sales assistant, cashier, Front and Back Office, switchboard management, customer service, employee training, employee schedules, inventory, invoicing, goods receipt, returns, journal entry, Tax Free- Level 4 employee

2004/2006- Opportunity spa-Rimini

- Sales assistant, Cashier - Level 4 Sales

2004-May-September - Opportunity spa-Rimini

- Receptionist
- cashier - 4th level employee

Industry training :

- Basic course of SCREENPLAY "IDEALO,ESCRÍBELO" di 60 ore- CHINASKY CREA (Colombia)-2025

ACADEMIC EDUCATION:

2019 - 2022: Bachelor's Degree in Linguistic Intercultural Mediation - UNIBO-Forlì

COLEGIO NACIONAL MARIANO MORENO, Argentina
High school diploma - humanities major. .

TRAINING COURSES:

LINGUISTICS:

- Russian Phonetics Course - Zlatoust School - 2022
- Intensive Russian Language Course - Anna Skliarova - 2019
- Russian Language Study - Basic Level - Self-Study - 2017

PROMOTION AND MARKETING:

- Business Plan Workshop for Future Female Entrepreneurs- Demetra-2024
- Practical Entrepreneurship Workshop-Irecoop- 2024
- MANAGEMENT'S DIGITAL TOOLS- Cescot- 2023
- PHOTOEVIDEOPROMOTION Course -Cescot-2023

DESIGN/HOME STAGING:

- Interior Designer– Scuola Master- 2019
- Window Display and – Life Learning- 2018
- Interior Design– Life Learning- 2018

INFORMATICS:

- Microsoft Office Excel: Basic Tools for Beginners- Life Learning-2017

OTHER COURSES:

- Creative Coaching Course - GAIKI LABS-Argentina-2026
- Specific SECURITY FAD Training Course, ENAC-Aircourtesy-2024
- Specific Training Course - Low Risk - CRES LT- 2015/2023
- Basic Privacy Course for Data Processors at Gruppo Res-2019
- Payroll and Contributions Course Cescot- 2007