



SARA CASELLI

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I ORGANIZE, TEACH AND LEARN.

I deal with **communication** and **event organization**. I specialize in planning and coordinating activities, alongside the organizational role with skills related to budgeting and copying. In 2023 I began an interesting and rewarding journey as **assistant director** dealing with important international projects.

LANGUAGE SKILLS

- English | B1
- French | B1

COMPUTER KNOWLEDGES

- Office (Excel, Word, Outlook, PowerPoint)
- G Suite (Gmail, Google Drive)
- Professional messaging systems (Slack, Telegram)
- Cloud storage (Dropbox)
- Content Management Systems (Wordpress)
- Password manager (1password)
- Graphics tool (Canva pro)
- Email Marketing Tool (MailChimp)



WORK EXPERIENCES

ASSISTANT DIRECTOR

[Progettarte srls](#) | [February 2023 - present](#)

- Alda Europe - international documentary made for Alda 30 years after the end of the war in the Balkans
- La casa di ciascuno - documentary made on the occasion of the 60th anniversary of the Modena Polyclinic

ORGANIZATIONAL DIRECTOR

[Progettarte Officina Culturale](#) | [February 2022 - present](#)

- Organizational director of Buk Festival and Buk Film Festival
- Communication and public relations consultant

COMMUNICATION STRATEGIST

[Junto Innovation Hub](#) | [September 2021 - present](#)

- Organizational director of ModenaGioca
- Communication and public relations consultant

FREELANCER

[Sara Caselli](#) | [September 2021 - present](#)

My passion has become my full-time job.

I provide personalized consultancy ranging from event organization to communication.

EVENT ORGANIZER AND MANAGER ADMINISTRATIVE

[Modenamoremio](#) | [December 2005 - August 2021](#)

During my career at the Promotion Society of the Historic Center of Modena I organized numerous events and carried out various tasks. These are the main areas of expertise:

- planning, scouting and coordination
- budgeting and drafting bureaucratic procedures (event requests, land occupation and reporting)
- logistics management
- communication and marketing
- press office

TRAINING AND EDUCATION

UNIVERSITY OF MODENA AND REGGIO EMILIA

Degree in Communication Studies | Mass media
April 2006

Score achieved 100 out of 110

A.BAGGI TECHNICAL COMMERCIAL INSTITUTE

Diploma in Accounting and Commercial Expert
June 2002

Score achieved 85 out of 100

