



SARA POZZI

Production secretary

CONTACT INFORMATION

Email: sarapozzi21@gmail.com

Mobile: +39 3467665561

Date of birth: 21/12/1999

Address: Piacenza/ Milano

Available for travel

Driver's license (B)

Personal vehicle

EDUCATION

**Civica Scuola di Cinema
"Luchino Visconti", Milano**

Diploma in *Film Production* |
2022 - 2023

University of Parma, Parma

Degree in *Communication and
contemporary media for
creative industries* | 2018 - 2021

**High School G.M. Colombini,
Piacenza**

High School Diploma in *Human
Sciences* | 2013 - 2018

SKILLS

- Excellent communication skills
- Excellent organizational skills
- Troubleshooting
- Great attention to detail
- Creativity

SOFTWARE

- **Movie Magic Scheduling**
- **Pacchetto Adobe:** Premiere Pro, Photoshop, InDesign, Lightroom
- **Office 365**
- **Canva**

LANGUAGES

- **English:** B2 level
- **Spanish:** beginner

PERSONAL STATEMENT

I am 25 years old and have been working since I was 20. I started by participating in community service in parallel with my university studies, once I finished I worked for two years as a teacher at an elementary school while attending a film school that has allowed me to work in television and film in the production and directing departments in recent years.

I am attentive, curious and with a great desire to learn, experiment and get involved. I carry out my work in a precise, dynamic way and with special attention to detail. In the future I would like to pursue my career within the audiovisual industry.

WORK EXPERIENCE

Production secretary - "The Voice Senior 5"

FremantleMedia Italia S.p.A. | January 2025 - ongoing

Troupe ENG / production coordination/ studio

Production secretary - "X FACTOR 18" ed. 2024

FremantleMedia Italia S.p.A. | October 2024 - December 2024

Branded Entertainment Department

Production secretary - "The Voice Kids 3"

FremantleMedia Italia S.p.A. | September 2024 - October 2024

Troupe ENG / production coordination/ studio

Assistant Production secretary - "Rhythm + Flow 2"

FremantleMedia Italia S.p.A. | August 2024 - September 2024

Junior Event Producer - Piacenza Summer Cult

Bewonder | May 2024 - July 2024

Event Organization/ Artist Management/ Website Development

Script Supervisor - Spot "Ganda"

The Storytellers Srl | May 2024

directed by Sara Scamarcia | agency AMPHION

Script Supervisor - Spot "Sorgenia: your next energy"

Peperoncino Studio | January 2024

Film 15" x4, directed by DANXZEN

Assistant Production secretary - "X FACTOR 17" ed. 2023

FremantleMedia Italia S.p.A. | October 2023 - December 2023

Branded Entertainment Department

Assistant Script Supervisor - Spot "Unipegaso"

Think/Cattleya | September 2023

Film 45" x3, directed by Manuel Esposito, Script Supervisor: Roberta Butti

Script Supervisor - Short film Kartell "Rasti"

OffiCine | May 2023

Short film in collaboration with Kartell

Teacher

Elementary school E. De Amicis | November 2021 - June 2023

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