

EUROPEAN CV FORMAT



INFORMAZIONI PERSONALI

Name **MANUELA MELISSANO**
Address **VIA ANDREA COSTA, 4/2, 40134 BOLOGNA, ITALY**
Telephone **+39 342 8660450**
E-mail melissano.manuela@gmail.com

Nationality Italian
Date of birth 20 OCTOBER 1980

WORK EXPERIENCE

- Dates (from-to) **May 2012 - today**
• Name and address of employer **Tempesta srl - via Rovereto 7, 00198 Rome**
• Type of business or sector Film-TV production company
• Type of employment Administration, Finance, Production
• *Main duties and responsibilities* Financial manager of the company and film productions, producer, executive producer of film productions
- Dates (from-to) **November 2009 – April 2012**
• Name and address of employer **Irc Movie Srl - viale XII Giugno 18, 40124 Bologna**
• Type of business or sector Film and television production company
• Type of employment Administration
• *Main duties and responsibilities* Administrative management of suppliers and employees of ad crews (Danone, Fiat, Coop, etc.) carried out over the years (recruitment, payroll, etc., payments). Management of cash funds and final balances of work done. Administrative management of the company (monthly F24, company 770, keeping the LUL)
- Dates (from-to) **November 2019**
• Name and address of employer **Independent Production**
• Type of business or sector Film and Video Industry
• Type of employment General organiser and producer of the video clip 'La grande bonifica' by Misero Spettacolo
• *Main duties and responsibilities* Organisation of the filming of the video clip. Crew and location scouting. Travel and catering management.
- Dates (from-to) **September - November 2009**
• Name and address of employer **Pupkin Production Srl - via Germanico 99, Rome / Irc Movie Srl**
• Type of business or sector Film Production Company
• Type of employment Administration

• <i>Main duties and responsibilities</i>	Cashier for filming the movie "Figli delle stelle" written and directed by Lucio Pellegrini. Cashier and payroll management for the crew in Rome- Turin-Cervinia
• Dates (from-to)	June - July 2009
• Name and address of employer • Type of business or sector • Type of employment • <i>Main duties and responsibilities</i>	Nauta Film Srl – Rome Film Production Company Administration Cashier for the filming of 'L'ispettore Coliandro 4' written by Carlo Lucarelli and shot by Manetti Bros
• Dates (from-to)	January 2009
• Name and address of employer • Type of business or sector • Type of employment • <i>Main duties and responsibilities</i>	Independent Production Film Production Production Production inspector and location manager for the video clip 'La maculata di Laura' by Misero Spettacolo - written and directed by Manetti Bros
• Dates (from-to)	September 2008 - Januray 2009
• Name and address of employer • Type of business or sector • Type of employment • <i>Main duties and responsibilities</i>	Nauta Film Srl – Rome Film Production Company Administration Production assistant and assistant cashier for the filming of 'L'ispettore Coliandro 3' written by Carlo Luccarelli and directed by Manetti Bros
• Dates (from-to)	July 2008 - September 2008
• Name and address of employer • Type of business or sector • Type of employment • <i>Main duties and responsibilities</i>	Evoè Cultural Association Film Production Production Production co-ordinator for the shooting of the feature film 'Amore Liquido' directed by Marco Luca Cattaneo with the patronage of the Cineteca di Bologna, the Municipality and Province of Bologna and the Emilia Romagna Region
• Dates (from-to)	February - March 2008
• Name and address of employer • Type of business or sector • Type of employment • <i>Main duties and responsibilities</i>	Zoomworks Italian-Moroccan production Film Production Production Production assistant for the shooting of the feature film "Do you remember Adil?" directed by Mohamed Zinedaine
• Dates (from-to)	October 2007 - January 2008
• Name and address of employer • Type of business or sector • Type of employment • <i>Main duties and responsibilities</i>	Zoomworks and Red Cross Movie Film Production Production Production coordinator for the shooting of the short film 'Principessa' directed by Marco Luca Cattaneo
• Dates (from-to)	May - June 2007
• Name and address of employer • Type of business or sector • Type of employment • <i>Main duties and responsibilities</i>	Event Production General Organiser Organization of Cultural event (Painting, Music, Photography and Cinema) "Martelive" Bologna

EDUCATION AND TRAINING

- Dates (from-to)
- Name and type of educational institution or training
- Principal subject / occupational skills covered
 - Qualification

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- Dates (from-to)
- Name and type of educational institution or training
 - Qualification

March – October 2015

Il sole 24 Ore Business School

Master's degree in administration, finance and control

Master's degree

1999-2007

University of Bologna – DAMS Cinema

Literature and Philosophy, Cinema and Cultural studies

Four Years Degree

2007

St. Giles School of San Francisco (USA)

English language

Certificate of attendance at professional English language course

1994 - 1999

Liceo Scientifico E. Torricelli Bolzano

Scientific high school diploma

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily recognised by certificates and diplomas.

FIRST LANGUAGE

ITALIAN

OTHER LANGUAGES

- Reading skills
- Writing skills
- Oral Expression skills

ENGLISH

EXCELLENT

EXCELLENT

GOOD

- Reading skills
- Writing skills
- Oral Expression skills

GERMAN

EXCELLENT

GOOD

GOOD

**RELATIONAL AND
ORGANIZATIONAL SKILLS AND
COMPETENCES**

Living and working with other people, in a multicultural environment, in positions where communication is important and in situations where teamwork is essential (e.g. culture and sports), etc.

OVER THE YEARS, I HAVE HAD THE OPPORTUNITY TO CARRY OUT VARIOUS DIFFERENT ACTIVITIES, WHICH HAVE BROUGHT OUT NOT ONLY MY STRONG APTITUDE FOR DEALING WITH PEOPLE OF ALL KINDS BUT ALSO MY PROPENSITY FOR EVENT ORGANISATION AND PROBLEM SOLVING.
ESPECIALLY IN THE LAST PERIOD I SPECIALISED IN ADMINISTRATION AND IN DIFFERENT PROJECTS I LEARNED HOW TO MANAGE BUDGETS OF ALL KINDS AND HOW TO DEAL WITH CUSTOMERS AND SUPPLIERS.

**TECHICAL SKILLS AND
COMPETENCES**

With computers, specific equipment, machinery, etc..

EXCELLENT KNOWLEDGE OF THE MAIN APPLICATION SOFTWARES SUCH AS: MICROSOFT WORD, EXCEL; POWER POINT.

EXCELLENT KNOWLEDGE OF THE PAYROLL AND CINEMA CONTRIBUTION SOFTWARE 'ALFA SOFTWARE'.
INTERNET NAVIGATION AND E-MAIL MANAGEMENT.

APPLE-MAC, XP AND VISTA OPERATING SYSTEMS

**ARTISTIC SKILLS AND
COMPETENCES**

Music, writing, drawing, etc.

FOR YEARS I HAVE BEEN ENHANCING MY KNOWLEDGE OF PHOTOGRAPHIC TECHNIQUES, FEEDING THE HOBBY OF PHOTOGRAPHY WITH STUDIES AND FIELD TRIALS.

**OTHER SKILLS AND
COMPETENCES**

Skills not previously indicated.

With the aim of broadening my cultural background and strengthening my interpersonal relationships. Confident that I can give the best of myself, that I can make myself useful in any working circumstance and contribute to the growth of a team, I offer my full availability and willingness for any shift, location and employment that falls within my interests.

LICENCE(S)

B Licence (own car and moped)

FURTHER INFORMATION

For Any Reference: Tempesta Srl (Financial Manager)