

FILM INDUSTRY PROFESSIONAL

Experience in Production and Administration

Laura Miseria

Born 17/10/1988 | Bologna, Italy

Willing to relocate

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Professional Profile

Film industry professional with experience in both production and administrative roles. Following a solid background in legal studies, I chose to focus on cinema, collaborating with various companies and taking on roles in production coordination, project management, team supervision, and operational problem-solving.

Work Experience

Production Secretary Assistant & COVID Manager

I Fantastici 5 – TV Series (2023)

Lux Vide S.p.A.

- Supported the 2nd Unit Line Producer (Ancona): production secretary tasks and location management
- Organized catering services, managed hotel bookings, and applied for heavy vehicle permits
- Oversaw COVID-19 testing station (Rome)
- Runner duties

Production Coordinator

Tu Quoque – Short Film (2022)

Combo S.c.a.r.l.

- Coordinated production activities and served as Location Manager
- Maintained communication with the creative team and managed on-set logistics
- Resolved operational issues

Production Coordinator

A Dice with 5 Sides – Feature Film (2021–2022)

Combo S.c.a.r.l.

- Full production coordination: scheduling, budgeting, and contract management
- Daily on-set supervision, team coordination, and issue resolution
- Constant liaison with the creative team

Head of Administration and Accounting

Combo S.c.a.r.l.

- Managed all company administrative and accounting activities
- Oversaw contract drafting and funding applications (grants and public calls)

Production Intern

Sayonara Film S.r.l.

- Supported production and distribution of short films
- Researched and selected national and international festivals for film submissions
- Wrote blog content focused on development projects and film promotion

Runner & Production Assistant

Rimini (2021)

Viola Film & other local productions

- Assisted with on-set logistics and general production support

Production Assistant & Assistant Director

Miele – Short Film (2020, Milan)

- Supported the director and production team during pre-production and on set

Personal Project – Short Film

- Developed, wrote, directed, and produced the short film *Bluetooth*, as part of the training program at Accademia Nazionale del Cinema (Bologna)

Other Work Experience

Legal Experience

Studio Legale Zincani & Studio Legale Valenti

- Licensed to practice law in Italy
- Focus on criminal law and legal case management

Social Work Operator

MondoDonna NGO

- Operational and organizational role in migrant reception and social support programs

Education & Training

Diploma in Directing and Screenwriting

Accademia Nazionale del Cinema, Bologna (2018–2019)

Focus on independent film production, scriptwriting, and on-set management

Genre Writing for Film, TV & Web

Com2 & Start Cinema (2020–2021)

Biografilm School Training Course

Biografilm Festival (2019)

Masterclasses with internationally renowned directors and producers

Copyright Law Course

Note Legali – CPM Music Institute, Milan

Master's Degree in Law

University of Bologna (2007–2013)

Specialization in criminal law and forensic practice

Languages & Skills

Languages

- French: Fluent (DALF certification)
- English: Intermediate, with professional and film industry experience
- Spanish: Basic

Technical Skills

- Proficient in Microsoft Office and Apple software
- Experience with Celtx (screenwriting & production management)
- Basic knowledge of Adobe Premiere (video editing)

Professional Skills

- Strong communication (written and verbal), with the ability to manage relationships in complex and creative environments

- Excellent organizational skills and deadline management
- Experience supervising teams and managing resources
- Effective problem-solving and stress management under pressure
- Collaborative mindset and conflict-resolution ability, developed through work with diverse teams

Additional Information

- Own vehicle
- Available for relocation and travel