



17 august 1993



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Ravenna (RA)

Skills

Excellent interaction with the public and good team working, especially in dynamic and stimulating environments.

Good command of the Adobe package (Lightroom, Photoshop, Indesign, Premiere), Office (Word, Excel), MacOS and Windows Operating System.
Fast 10-finger typing.

Kindness, confidentiality, organization and order have always been my strong point.
Able to successfully face obstacles and remain faithful to set goals.

Sunny, empathetic and meticulous person.
Creative, professional and enterprising.

Languages

Italian Native language

English Intermediate user

Sara Gasperoni

Professional Experience

July 2024 - in progress

Photographer *freelance*

Mainly for Editorial and Cinema backstage.

September 2022 and September 2024

Space Manager *at SI Fest - Festival di Fotografia*

Custody and care of the exhibition spaces used for the Savignano sul Rubicone Photography Festival promoted by Savignano Immagini.
Art director: Alex Majoli.

November 2023 - March 2024

Photographer's Assistant *at Federica Davoli Brand's Photographer*

Total assistance in the creation of photos: from to check the lights (mainly natural) to discussing how to set up the shot and the storytelling to be told laid out on Indesign. Taking photos in complete autonomy and post production with Lightroom and Photoshop.

March 2019 - June 2023

Administrative Employee *at Medical Clinic Fisioterapia Equipe*

Complete management of all front and back office practices specific to the healthcare sector. Organization and management of recreational courses, organization and management of personnel. Debt collection management. Support to the team for various management controls and budget closing. Social media management (Instagram, Facebook) with writing articles and taking photos and videos.

April 2017 - September 2018

Receptionist *at Hotel Mirabilandia*

Complete management of check-in and check-out procedures, banking and payment management, use of the Ericsoft Hotel system. Social Media Management (Instagram, Facebook).

October 2012 - January 2017

Administrative Employee *at Trani Assicurazioni multi-firm Insurance Company*

Complete front and back office management, use of specific programs for issuing quotes and insurance policies, claims management and settlement, financing management and debt collection.

Instruction and Training

2022 - 2024

Level IV Professional Training Diploma as a Photography and Visual Narration Technician for the creation of photographic, audio-visual products, editorial graphics and the creation of image stories
at International School of Photography (FI)

University course of 600 hours, of which 400 of theory/practice and 200 of stage.

2006 - 2012

Diploma of Accountant Programmer at *Istituto Tecnico Commerciale G. Ginanni (RA)*

Courses

October 2024 - November 2024

Set Management and Cinematographic Executive Production at *CNA Fo. Er Emilia Romagna* headquarters in *Bologna* and *Ferrara*

Practical study of how to organize the work before filming: from artistic needs to practical needs in view of the set; the analysis and examination of the script for the relative composition of a cost estimate; study of the various professional figures in production and related contracts (executive production, actors, extras, national entertainment collectives); contacts with public administrations, suppliers and Film Commission; mapping of the territory: location research, workers and cast; the construction of a work plan for filming; the tasks of the Production department and the practical organization of the Set; the role of the Assistant Director; coordinate the various artistic departments and enforce the expected deadlines; equipment and vehicle rental services; distribution.

July 2024

Web Marketing at *Demetra Formazione*

Study to collect the needs, behaviors, tastes and preferences of the target. Google Ads, Keyword advertising and Display Advertising, SEO and SEM tools, E-mail marketing, web analytics, web content management.

August 2023

Workshop “La Fotografia in tutti i sensi” at *Italian Society for the Studies of Photography*

Like hearing, sight, taste, touch and smell can interact with photography.

Speakers: Giovanni Fiorentino, Guido Harari, Giovanna Calvenzi, Antonio Biasiucci, Michele Smargiassi, Mirco Mariani, Maurizio Rebuzzini, Gianfranco Marrone, Fabio Cirifino.

February 2016

First Aid Volunteering at *Croce Rossa Italiana*

December 2006

Fast 10-finger writing at *Scuola Italiana Dattilografica*