

CARLOTTA GIERI

BOLOGNA

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Professional with a high sense of duty, eager to fill the role of administrative manager and production coordinator at the end to make full use of the skills acquired. Well organised, communicative and reliable with willingness to move from your city.

Experience in Coordination

Of Resources

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- Order Fulfillment Procedures

- Organization Skills

09.2019 - Current Production Coordinator

GENOMA FILMS SRL – BOLOGNA

After years of working as a professional accountant at various firms accountants from Bologna, and commercial experience with one partner in the food sector (I have a pastry chef diploma) was me proposed an opportunity different from anything I had done, but which in any case was partly similar to my accounting diploma. Since 2019 I have been working as a professional but with b.p. at GENOMA FILMS SRL where I take care of the administrative part and I participated as production coordinator on almost developed projects:

EAST

STRANGE PEOPLE

GO TO WORK - DAMS

OFFSIDE

ilshort HEART as production manager

TERRAVIVA FESTIVAL all 4 editions

THE INDIGO ROOM - which will begin filming next February 2024

- Collaboration in carrying out tasks beyond those assigned.

Organization of activities based on urgency and workload assigned.

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1975 accounting diploma, accountancy, technical institute Alessandro Manzoni - bologna

- Diploma

Italian: MOTHER LANGUAGE

English: C1

Advanced

French: C1

Advanced