

BEATRICE CASSARINI

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OVERVIEW

After earning a degree in **Civil Engineering**, my passion for image and photography led me to pursue a career in the **film production** and **communication industry**. The **scientific and methodical approach** acquired during my studies proved essential in overcoming numerous challenges encountered throughout my professional journey. Various experiences, both in **large production companies and independent settings**, allowed me to refine my **managerial and interpersonal skills**. I am organized and precise in my work, following the production process of each project with determination until **the objective is achieved**.

PRODUCTION - Film / TV Series / Documentaries/ Institutional / Commercial Spot
since 2016

SKILLS

- **Economic management and operational coordination:** from receiving the brief and drafting the estimate to the final delivery.
- **Cost Report:** tracking expenses and producing weekly reports.
- **Travel & Accommodation Coordinator:** organizing general travel logistics, direct purchase of international plane/train/bus/ship tickets; Managing tickets through travel agencies; Researching and contracting with international hotels for Cast/Crew/Suppliers, creating/updating/distributing Rooming Lists and Travel Memos; Managing car rentals and chauffeur services.
- **Transport Coordinator:** sourcing and organizing transport for sets/furnishings/costumes across Italy and Europe.
- **Shipping Coordinator:** organizing shipments and returns of goods, creating ATA Carnets (international customs document for import-export goods).
- **Clearance Coordinator:** managing image releases, location rental contracts, and materials, liaising with sponsors.
- **Location Scouting:** searching for filming locations and spaces for setting up offices, set workshops, and costume departments, parking for trucks and crew vehicles.
- **Setting up Production Office:** sourcing equipment/supplies and local staff.
- **Office coordinator:** creating, updating, and distributing crew lists, Work Plans, scheduling changes, and Call Sheet.
- **Problem Solving:** identifying solutions to problems and unforeseen events.
- **Teamwork:** excellent teamwork skills, sharing information with department heads.
- **PR:** public relations and coordinating information between production companies, the Cast, cast agencies, suppliers, clients, and the crew in Italy and abroad.

PROFESSIONAL EXPERIENCE

2024

Production Coordinator Film “Ein Sommer in Apulien!” Regia di Stefanie Sycholt - Viola Film - ZDF - Studio Zentral - Network Movie

Travel&Accommodation Coordinator Tv SERIES “Costiera” Regia di Adam Bernstein - Lux Vide - Amazon Prime

Unit Manager Commercial Spot / Client: Imatra - Forno Roscioli - Trapizzino / Agency: Unfollow

2023

Production Coordinator Film “Napoli - New York” Regia di Gabriele Salvatores - Paco Cinematografica

Art Department Coordinator Film “Capo di Battaglia” Regia di Gianni Amelio - Kavac Film

Unit Manager Commercial Spot / Client: Supermercati “Despar” / Agency: Life / Production: Undervilla Production

Unit Manager Commercial Video / Client: “Amadori” / Agency: Nimai / Production: Undervilla Production

2022

Art Department Coordinator Tv SERIES “Citadel” - Regia Arnaldo Catinari - Cattleya srl / Amazon Prime Video

Travel&Accommodation Coordinator Tv SERIES “The Net” - Regia Volfango De Biasi/Lorenzo Sportiello - Cross Productions Srl / Rai

Covid Compliance Officer Film “Autumn Beat” - Regia Antonio Dikele Di Stefano - Indiana Production / Amazon Prime Video

2021

Line Producer Commercial Spot “Stai in Orecchio!” Regia di Vito Palmieri - Fiadda Emilia Romagna

Covid Manager Film “Il Giardiniere” regia di Marco Santarelli - Kavac Film Srl

Production Coordinator Film “Una Estate al Garda” regia di Stefanie Sycholt - Warner Bros Entertainment GmbH - VIOLA FILM srl

Covid Test Logger Tv SERIES “Succession 3” di Jesse Armstrong - HBO - PANORAMA Srl

Unit Manager Film “Rimini” regia di Sarah Winkenstette - Lieblingsfilm Produktions GmbH / VIOLA FILM srl

Line Producer Fashion Film “Marco Rambaldi FW 2021/22” di Edoardo Smerilli - Camera della Moda Milano - Undervilla Productions srl

2020

Production Assistant Tv SERIES “NUDES” di Laura Luchetti - BIM Produzione

Production Secretary Campagna pubblicitaria 2020 CONAD di Igor Borghi - Indiana Production

Line Producer Videoclip “La canzone dell'estate - Luca Carboni” di M.Bombarda e D.Spina - Undervilla Productions srl

Line Producer Commercial Spot ‘IL NASTRO VERDE’ 2020, di Vito Palmieri - ALMA MATER STUDIORUM UNIVERSITA' DI BOLOGNA

Line Producer Documentario ‘FELLINI100!’ di Vito Palmieri - YOUNG ABOUT FILM FESTIVAL

2019

Production Assistant Film ‘L’Incredibile storia dell’isola delle rose” di Sydney Sibilia - Groenlandia srl

AOSM Film ‘DIABOLIK’ di Marco Manetti, Antonio Manetti - Mompracem

AOSM Tv SERIES “La guerra è Finita” di Michele Soavi - Palomar Srl

Production Secretary Cortometraggio ‘IL FAGOTTO’ di Giulia Giapponesi - Maxman&Coop/ Codalunga

Line Producer Campagna Pubblicitaria ‘FESTIVALDERA 2019’ di Vito Palmieri - Teatro della Toscana

Line Producer Videoclip “Io non voglio - Luca Carboni” di M.Bombarda - Undervilla Productions srl

2018

Production Secretary Film ‘ZEN SUL GHIACCIO SOTTILE’ di Margherita Ferri - Articolture

Production Secretary Documentario La Tela di Giuliano di Alessandro Amante - Gulfblue

Line Producer Spot BPER Banca ‘Auguri’ di Andrea Cairoli - Artichoke Srl

Line Producer Spot Campagna Elettorale per Candidato Regionale ER Ernesto Carbone Partito Democratico Italiano di Andrea Cairoli - Artichoke Srl

2017

Production Secretary Documentario 'CARRACCI - LA RIVOLUZIONE SILENZIOSA' di Giulia Giapponesi - Maxman&Coop/Codalunga

Unit manager Web Series "NEI SUOI PANNI" di Vito Palmieri - Undervilla Productions Srl **Production Secretary** Documentario 'VIVALDI' di Eike Schmitz - Atlantis Film

Line Producer Spot 'Reciproca SMS' di Vito Palmieri - Società di Mutuo Soccorso Salute Toscana SMS / Faremutua SMS

2016

Line Producer Spot Subito.it - Spot 'Subito.it' di Andrea Cairoli - Artichoke Srl

Line Producer Spot Acetaia Fini - Spot per il web 'Glassa Balsamica Fini', regia di Andrea Cairoli - Artichoke Srl

DIRECTION & VIDEOMAKING - Institutional / Commercial Spot / Music Videos

FROM 2009 TO 2016

I was involved in the artistic side of various spots and music videos, developing their concepts and scripts. I also managed the organization and planning of the shoots, supervising the work of technicians and coordinating the crew and cast until post-production. In this area, I contributed to the success of many clients, including:

Tetrapak - Redbull - Sayerlack paints & Oece paints - Projecta Engineering - Bologna Design Week - CERSAIE - Alma Mater Studiorum University of Bologna - Le saline di Cervia - Menarini SRL - Henry Cotton's, Chérie by Elisa Fanti - Mediterranea Saving Humans - Peer Music Italy - Garricha Records - Novamont S.p.a

SOCIAL MEDIA MANAGER AND CONTENT CREATOR

FROM 2009 TO 2016

after attending a course for Social Media Manager, I managed social activities for some independent production companies, creating content and developing an editorial plan.

Elenfant Film and Elenfant Distribution - Sayonara Film - Blackcut Video - Corrado Iuvara Post Production - Undervilla Productions

EDUCATION

Degree in Civil Engineering (2004 - 2009), University of Bologna

Scientific High School Diploma (1999 - 2004), Istituto Caduti della Direttissima Castiglione dei Pepoli (BO)

LANGUAGES

English [high level] French [basic level]

DRIVING LICENCE

B

DIGITAL SKILLS

Windows, MAC OS | Final Draft 9 Movie Magic scheduling | Adobe Premiere CC | Adobe Photoshop | Final Cut Pro | DaVinci Resolve

INTERESTS Cinema | Music | Concerts | Travel | Photography | Literature |