

Patrizia ROLETTI
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EVENT MANAGER FILM PRODUCTION

- *events*
- *festivals*
- *films, tv, advertising*
- *languages: Italien - English – French*
- *PC et MAC (Windows –Word, Excel, Access applications, Power Point).*

SUMMARY

A hard working, adaptable project manager with vast effective experience in special events and film/audiovisual production. Possessing a track record of proposing multiple potential solutions to complex problems. Able to work well with others and lead a team, challenging the status quo where appropriate and ready to lead or accompany the strategic direction of the company. Flexible and able to adapt positively to any new challenge that arises.

AREAS OF EXPERTISE AND SKILLS

- **Project management**
 - Financial and administration management
 - Monitor all contractors, consultants and third party suppliers within each project
 - Produce and maintain project management plans
 - Produce timing, costing and scoping documentation
 - Event venues research and selection
 - Risk management
 - Event logistic (hotel reservations, transportation, international and domestic expedition, visa, permits)
 - Personnel selection and management. Ability to lead and to develop a team.
 - reporting
- **production**
 - Production budget and shooting schedules
 - Financial and administration management
 - Contracts (co-production deal, talent deals, vendors)
 - Team management
 - Set logistic supervision
 - Risk management
 - Day to day administrative tasks and emergencies

CAREER HISTORY

- **EVENT MANAGER:**

LE GRAND REX, Paris, France

Since June 2016.

Venue production manager on corporate events, film premiere, music concerts, shows.

WILD BUNCH, Paris, France

Sept 2014 – mars 2016

Corporate Facilities Manager.

FACILITY EVENT, Paris France

August 2011- janvier 2014.

film premieres and special events conception and organization in Paris. Logistic, team management, set up. Clients: The Walt Disney Company, Warner Brothers, Europacorp, Metropolitan Filmexport, 20th Century Fox, Cannes Film Festival 2013 (talents handler for 20th century Fox), Berlinale 2012 (stand set up at Film market).

BEETWAX Ltd - Londres, UK

August 2010 – October 2010

promotion tour for 3D animation movie : "The Owls of Ga'Hoole", sponsored by Warner Bros (UK, Spain, France, Italy).

Promotion tour for the movie "The Chronicles of Narnia: The Voyage of the Dawn Treader", sponsored by 20th Century Fox. A 2 weeks cruise long Cornwall coasts.

Agence LAB SRL - Turin, Italy

September 2007 – March 2009

Project manager. Advertising campaign and marketing advisor for client as: (Fiat Brand Promotion, Luxottica, Longines, Martini).

Winter Olympic Games - Turin 2006

December 2005 - February 2006

Executive Producer Assistant to Medal Ceremony.

- **FILM PRODUCTION:**

MOONWALK FILM, France

July 2014 – août 2014.

Advertising film shooting. « Nespresso » produced by Moonwalk Film Paris.

Cast: George Clooney, Jean Dujardin. (production coordinator).

SEP TV

February - March 2014.

Location manager on TV show « Secrets d'Histoire »: episode on opera singer « Maria Callas ». Italy. (UPM)

PANORAMA FILMS SRL, Milan, Italie

May – July 2010

Senior Production Coordinator on American TV Show "America's Next Top Model". Italian shooting. Milan, Italy. (production coordinator)

SOME OF US SRL, Milan Italie

Juin – August 2009

"Somewhere" by Sofia Coppola, Milan, Italy. (production coordinator)

THE WALT DISNEY COMPANY, USA

June 2003 – March 2004

Production Coordinator: "The Life Aquatic" produced by Touchstone Pictures, directed by Wes Anderson. Cast: Bill Murray, Owen Wilson, Angelica Huston, Cate Blanchett, Willem Dafoe, Jeff Goldblum. Rome, Italy.

- **EDUCATION**

University of Turin – Bachelor's degree in Foreign Languages and Literatures (French, English, Spanish).

