



# Carlotta Matucci

**Date & Place of Birth:** 07/06/1999 - Florence, Italy

**Nationality:** Italian

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Open to relocation

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## EDUCATION

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### **2022-2023 – Luiss Business School – Rome, Italy**

Master in **Media and Entrainment - Music Business**

Main Courses: Marketing and promotion of Music Business, Communication in Music Industry, Events Management, Sound Engineering.

### **2019-2022 – University of Florence – Florence, Italy**

Bachelor's Degree in **Project and Management for Cultural Enterprise**

Main courses: Marketing for Cultural Management, Workshop of Musical Organization and Production, History of Music, Workshop of Production and Organization of Artistic Events

Thesis: *Queen between Rock and Pop: a review of critical literature*

## WORK EXPERIENCE

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### **April 2024 – June 2024 – Purilian – Florence, Italy**

AI generated Streaming Platform

- **Assistant Project Manager**
- **Marketing and Communication**

### **May 2023 – Dec 2023 – OnShuffle EP – Rome, Italy**

Master's final Project Work

- **A&R**
- **Booking & Production**
- **Studio Recording & post-production**

### **2018 – Today – Homes in Florence – Florence, Italy**

Holiday homes and apartment for rent in Florence

- **Administrative support**
- **Accounting support**

**2018 – 2021 – Parione Uno – Florence, Italy**

Bed & Breakfast

- **Front desk receptionist**
- **Social media manager**

**LANGUAGE**

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**Italian:** native speaker

**English:** fluent speaker

**French:** basic speaker

**IT SKILLS**

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Good Knowledge of Office Package

Good Knowledge of Canva

Good Knowledge of Zucchetti Ago Infinity

Good Knowledge of Genia

Good Knowledge of Apple Tools

Good Knowledge of Hubspot (CRM)

Basic Knowledge of Pro Tools

Basic Knowledge of HTML

**Additional Information**

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**Other experience:**

**November 2023- December 2023 - White Bakery – Luiss Business School, Rome, Italy**

Master's final project work – Management of Cinema and Television Production

- **Studio Recording**
- **Walk on parts**

**Certifications:**

Cambridge English: B1 Preliminary (PET) - The British Institute of Florence, Florence, Italy

**Volunteer Act:**

**Tutor** at Gaetano Pieraccini Middle School, Florence, Italy.

**Tutor** at Giorgio La Pira International Students Center, Florence, Italy.