



FRAN ROSSINI

ADDRESS:

NAUNYNSTRASSE 71
10997 BERLIN

TELEPHONE:

(+49) 162 491 6516

EMAIL:

ROSSINI.FRANCES@GMAIL.COM

BIRTHDAY:

01.08.1988

ABOUT ME

Dedicated, adaptable, and result-oriented Project Manager with 6 years of project-based experience. Successful record with client retention, profit margin goal achievement, and effective team management. Seeking to bring leadership and problem-solving experience to a mid-level management position in the Berlin area.

EXPERIENCE

Wizard Studios / Project Manager

January 2018 – March 2020, Brooklyn, NY, USA

- Served as key point of contact between clients, upper management, and freelancers to foster open, professional communication, contributing to each project's success.
- Supported and coordinated all operational aspects of client's on-going and future live events, from technical pre-production to on-site show completion.
- Researched creative and custom production services for clients' projects to better the production team's alignment and achieve customers' goals and missions.
- Coordinated and tracked completion of each project's tasks to keep production on time and within budget.

Wizard Studios / Production Coordinator

June 2016 – December 2017, Brooklyn, NY, USA

- Supported production department efforts through hiring varied crew positions for individual productions, communicating with crews each production's updates and changes, and researching new technical talent to add to company's freelance labor database.
- Created company's freelance labor database for all Project Managers to have access to freelancers' contact information, skills, day rates, and personality notes, resulting in company's first thorough database of freelancers.

New York Moves Magazine / Production Editor

January 2015 – May 2016, New York, NY, USA

- Coordinated all aspects of photo shoots for the magazine's celebrity editorials.
- Built out publication's celebrity pitch tracker with meticulous notes and communications, helping magazine procure higher-tier talent resulting in higher readership and ad sales.

New York Moves Magazine / Production Assistant

January 2014 – December 2014, New York, NY, USA

- Assisted the production editor by researching and pitching talent for photo shoots, seeking out new photographers for hire, and compiling information on talent, photographers, and writers with upcoming projects.

EDUCATION

New York University / Certificate in Editing and Publishing

2010 – 2011, New York, NY, USA

Florida State University / BA in English Literature and Advertising

2006 - 2010, Tallahassee, FL, USA

Honors: *magna cum laude*

LANGUAGES

English / Native

German / A2 – Currently enrolled in German Intensive Course at Goethe Institut

Spanish / Intermediate

SKILLS

Flex Rental Solutions / Scrum / InDesign / Apple Office Suite / Microsoft Office Suite