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|  | **Rossini Frances**  Berlin, 10997, DE • rossini.frances@gmail.com  (+49)16-2491-6516 • [LinkedIn URL](http://www.linkedin.com/in/franrossini)  Personal Details:  01/08/88 • place of birth • nationality  Female • civil status |  |

**Project Manager**

Accomplished and success-oriented professional with solid experience in project management & development and information technology. Skilled in managing projects, following project processes, and where applicable provide direction to assist project management. Adept at performing collaboratively with senior management and other shared service teams to integrate cross department initiatives. Demonstrated abilities in developing integrated baseline project plans by applying estimating models, refining plans, and managing performance. Proven track record of excellence in performing within a fast paced and challenging environment as well as ability to work well under pressure and with tight deadlines. ***Proven expertise in:***

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| * Project Lifecycle Management * Project Planning & Governance * Stakeholder Management * Operational Excellence | * Strategic Planning & Execution * Team Training & Leadership * Budgeting & Forecasting * Relationship Building |

**Professional Experience**

Wizard Studios, Brooklyn, NY, USA

**Project Manager,** Jan 2018 to Mar 2020

*Facilitated as a key point of contact between clients, upper management, and freelancers to nurture open and professional communication, contributing to each project’s success.*

Abetted and synchronized all operational aspects of client’s on-going and future live events, from technical pre-production to on-site show completion. Implemented creative and custom production services for clients’ projects to better production team’s alignment and achieved customers’ goals and missions. Collaborated and tracked completion of each project’s tasks to keep production on time and within budget.

***Key Contributions:***

* Developed projects for company's largest client successfully being their consistent PM that resulted in highest business revenue.
* Established high-end projects for household name companies while meeting profit margin goals and exceeding general margin targets by 10%.
* Played a vital role in company's development from $4M to $11M company from 2018-2020.

**Production Coordinator,** Jun 2016 to Dec 2017

Analyzed new technical talent to add to company’s freelance labor database.

Aided production department efforts through hiring diverse crew positions for individual productions and communicated with crews each production’s updates and changes.

***Key Contributions:***

* Developed 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, New York, NY, USA

**Production Editor/ Production Assistant,** Jan 2014 to May 2016

*Prepared and archived celebrity editorial pitches per issue, resulting in effective and direct pitches to promoters for their clients' project editorials.*

Established publication’s celebrity pitch tracker with meticulous notes and communications, assisting magazine procure higher-tier talent that resulted in higher readership and ad sales. Harmonized all aspects of photo shoots for magazine’s celebrity editorials. Supported production editor by researching and pitching talent for photo shoots, seek out new photographers for hire, and compiled information on talent, photographers, and writers with upcoming projects.

***Key Contribution:***

* Achieved a 95% success rate in creating editorial photo shoots for editorial credit at no cost to publication for photographers, stylists, makeup artists, and venues.
* Nurtured relationships with talented, up-and-coming photographers, and photo editorial staff seeking publishing credit in their portfolios that resulted in better quality work and submissions to publication.

**Education and Certification**

**Certificate in Editing and Publishing** (2011)

New York University, New York, NY, USA

**BA in English Literature and Advertising** (2010)

Florida State University, Tallahassee, FL, USA

Honors: magna cum laude

**Professional Skills**

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

**Languages**

English – Native | German – A2.2 (Actively learning more German) | Spanish – Intermediate