

VIOLA MARTINI D'ERRICO

Production assistant + video editor

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EMPLOYMENT HISTORY

Production assistant - Pundersons Gardens

JUNE 2021 - PRESENT, LONDON

- Producing call sheets, crew lists, location decks etc.
- Assisting with booking studios, equipment and organising transportation.
- Day to day client and crew interaction and communication.
- Assisting with budgeting and producing invoices.
- Building risk assessments and Covid-19 specific risk assessments.
- Working on-set during shoot days.

Junior video editor - Pundersons Gardens

JUNE 2021 - PRESENT, LONDON

- Working for prestigious high-end fashion and commercial brands.
- Looking after the onlining process of large scale campaigns, across multiple ratios and formats.
- Working with a variety of editing and related softwares such as Adobe Premiere pro, After effects, DaVinci Resolve, Adobe Audition, Photoshop and Indesign.
- Basic sound mixing and SFX sourcing.
- Liaising with VFX artists, producing retouch briefs and spreadsheets.
- Conforming projects for grade and VFX.
- Archive and back-up log maintenance.
- Website population and update through Wordpress.

Freelance Junior producer - Screamovie

JULY 2021, LONDON/MILAN

- Working as the on-site producer organising a remote production.
- Booking studios, props and transportation.
- Managing the communication between the client, the talent and the studio.
- Supervising the shoot set-up and ensuring remote connection with client on shoot days.

Logistics Assistant - Karla Otto

FEBRUARY 2020 - AUGUST 2020, LONDON

- In charge of sample trafficking of luxury clothing and items.
- Booking couriers, coordinating transportation, internationally and worldwide.
- Looking after item insurances and delivery expenses.
- Managing the global inventory and archive, keeping it tidy and updated.
- Daily collaboration with the PR team.

Receptionist and waitress - The Duck and Rice

MARCH 2016 - JANUARY 2020, LONDON

- Delivering high standards of customer service.
- Looking after bookings, inquiries, answering phone calls.
- Managing large bookings, set-menus and private venue hire.
- Creating staff rotas and organising staff training.
- Liaising with suppliers and managing orders and deliveries.
- Delivering food and drinks, looking after dietary restrictions.

SKILLS

Adobe Premiere Pro, After Effects, Adobe Audition, DaVinci Resolve, QLab, Photoshop, InDesign.

Microsoft Word, Excel, Powerpoint, Keynote.

LANGUAGES

Italian - Native

English - Fluent

Spanish - Proficient

French - Intermediate

RELEVANT EXPERIENCE

Manager Event and Creative content production - MyParty Events

NOVEMBER 2021 - PRESENT, LONDON

Looking after the creative direction and content production of a small emerging hospitality brand, which provides cocktail catering services for private and corporate events. Overseeing the brand from its creation, my role included designing the logo and website, providing digital assets and looking after content on social media. Alongside this, I also look after inquiries, bookings and event management logistics.

Intern - Pundersons Gardens

MAY 2021 - JUNE 2021, LONDON

Working across the production and post-production department. Assisting the senior editor with pre-onlining and conforming large scale campaigns, double checking deliverables and ensuring quality control prior delivery to clients. Working as assistant to the in-house producer, creating spreadsheets and attending recce and shoot days.

Intern - Karla Otto

DECEMBER 2019 - FEBRUARY 2020, LONDON

Working across the digital, PR and events production departments. My duties varied from assisting the PR team with monitoring the company's social media activities, liaising with clients, and taking part in the organisation of multiple events (venue search, props sourcing, drafting production schedules and timelines).

EDUCATION

Royal Central School of Speech and Drama, London

BA Contemporary art practices

OCTOBER 2016 - JUNE 2019