

Chiara Fornetti

Multilingual Producer skilled in leading small and large-scale projects, by setting viable budgets and expert resources in a fast pace and high-pressure environment.

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[Portfolio](#)

EXPERIENCE

GRAINEY PICTURES INC, Los Angeles - **Producer & Executive Assistant**

SEPTEMBER 2021 - PRESENT

REI Co.op

The Walking Dead - AMC

The Lake/ The Sticky - Amazon Prime

Action Against Hunger - Hulu

- Provide comprehensive administrative support for the production company, overseeing all aspects of production and post-production.
- Lead production teams from development to final delivery, ensuring projects are completed on time and within budget.
- Coordinate all project schedules, objectives and stakeholders.
- Control and execute production budget worth up to \$500k.
- Prepare and maintain weekly status reports.
- Negotiate and manage communication with Unions, vendors and external collaborators.

UNZIPPED LLC, Los Angeles - **Launch Producer**

OCTOBER 2022 - OCTOBER 2023

- Collaborate with the movie director and main producers to strategize the distribution of the feature film "UNZIPPED: An Autopsy of America Inequality."
- Organize and coordinate the NYC and LA premieres of "UNZIPPED" while managing communication with local, national, and international stakeholders.
- Initiate and oversee the #raisetheroof impact campaign, raising funds for organizations and corporations dedicated to advancing affordable housing.
- Facilitate effective communication and liaisons between the production team and external parties.

LA SCUOLA INTERNATIONAL SCHOOL, San Francisco - **IT Dept Coordinator**

AUGUST 2016 - MAY 2023

- Provide on-site support for 1000+ users: install, repair and troubleshoot all organizational communication devices.
- Successfully secured education grants to update school devices.
- Complete flawless upgrade of 500+ MacBook Pros and 200+ PCs every year, maintaining, troubleshooting and repairing all company laptops and peripherals.
- Support yearly fundraising and event production management.
- Build and deliver personal engaging educational technology curriculum through diverse methods of classroom instruction, computer lab activities, and online learning systems for over 2000 users.

KEY SKILLS

Project Management &
Administration

Synthesize & Organize Information

Exceptional Oral and Written
Communication with a Global
Perspective

International Negotiations

Detailed-Oriented

Content Development

Cost Reduction & Elimination

Creative Media Production

Cross-Functional Collaboration

Efficiency Improvement

Personnel Management

Process Redesign

Production Scheduling

Budgeting & Cost Accounting

Stakeholder Relations (National &
International)

Targeted Resource Allocation

Team Leadership & Motivation

Vendor Relations & Negotiations

Skilled Problem solver

Professional Demeanor

Knack for Anticipating Needs

Comfortable in doing research
online

Manage Technology Resources

A LITTLE FELLOW, Los Angeles - **Associate Producer**

APRIL 2020 - MARCH 2023

- Assist the production team in creating daily shooting and call sheets, contributing to smooth project execution.
- Orchestrate effective communication and liaisons with local, national, and international collaborators.
- Establish and manage external research collaborations for the completion of the movie "A Little Fellow."
- Successfully write and apply to production and post-production grants to secure final funds for "A Little Fellow."
- Research on Italian and European Tax Incentives for post-production.
- Support and maintain legal relationships to finalize and review all archival rights.

GRAINEY PICTURES INC, Los Angeles - **Post-Production Supervisor**

JUNE 2021 - SEPTEMBER 2021

OLAPLEX

- Create and maintain a comprehensive Microsoft Excel dashboard tracking the progress of each brand video throughout the post-production process, facilitating smooth collaboration with the production department.
- Collaborate with the client to establish and maintain a streamlined digital content workflow, delivering 20 videos every week.

CITY OF DREAMS PICTURES LLC, Los Angeles - **Assistant Producer**

AUGUST 2018 - MARCH 2020

- Assist in maintaining production schedules, ensuring adherence to deadlines for seamless project execution.
- Demonstrate excellent interpersonal skills while interacting with actors and actresses, providing support during filming.
- Support the production team in researching and applying to Film Festivals.
- Provide comprehensive administrative support for the production company, overseeing all aspects of production.
- Coordinate all project schedules, objectives and stakeholders.

DAVIDE FIORE D.I, Italy - **Producer**

FEBRUARY 2011 - JULY 2017

- Successfully produced over 20 music video shoots, ensuring high-quality deliverables and efficient management of filming processes.
- Cultivate a strong network of contacts, fostering relationships with suppliers and implementing cost-saving measures.
- Provide comprehensive administrative support for the company, overseeing all aspects of production.
- Complete all projects under budget and ahead of schedule.
- Prepare and maintain weekly status reports, ensuring timely project completion.

TECHNICAL SKILLS

Microsoft Office 365 (Word, Excel, Power Point)

Google Suite

IOS Suite

Adobe Creative Cloud

Hot Budget

Wrapbook

Quickbook

Vitrina

EDUCATION

Master of Arts

Multimedia & Teaching Methods

University of Rome, Italy

2014 - 2015

Master of Arts

Education & Psychology

University of Turin, Italy

2009 - 2013

Master of Arts

Erasmus Program

University of Bristol, UK

2010 - 2011

LANGUAGES

English: **Native**

Italian: **Native**

German: **Full Professional**

French: **Full Professional**