



MADALINA DOLHESCU

28/07/1995 - ROMANIA

PROFESSIONAL EXPERIENCE

02 - 05/2024 Assistant coordinator / THE FAMILY SRL, Lucca -Italy

Travel&Accommodation Department - The Tower Stories

- Accommodation & travel management for international crew and cast
- Relationship with suppliers and closing agreements
- Contracts and project reporting support

Cast: Dustin Hoffman, Helen Hunt, Sofia Boutella, Giacomo Giannotti, Laura Morante et.al.

01 - 02/2024 Travel Director / WOLTERS KLUWER, Madrid - Spain

Travel director - SKO

- ON- site assistance during event, tours, functions, meetings
- Supervision over every area of the event to ensure timeliness, accuracy, customer service
- Relationship with DMC, suppliers, executives and attendees

01/2024 Production Assistant/SINCERELY ENTERTAINMENT SRL-Italy

Assistance to producer -Letti Investment Project S4-promo video

- Project progress control (logistical aspects)
- Prepare set for filming/support during filming
- Run errands for producer
- Help setting up lights and equipment

12 /2023 Production Assistant / FRAMED PRODUCTION - Italy

Assistant to production - Zombie -Musical Video /HAVAL

- Prepare set for filming/support during filming
- Run errands for producer
- Help setting up lights and equipment

10/2023 Production Assistant/SINCERELY ENTERTAINMENT SRL-Italy

Assistance to producer - Il Santo Bellboy- promotional video

- Talent support/cast research
- Project progress control (logistical aspects)
- Prepare set for filming/support during filming
- Run errands for producer
- Help setting up lights and equipment

09/2023 Production assistant/ INDEPENDENT SHORT FILM, Italy

Assistance to producer/film director - Modi- short film

- Project progress control (logistical aspects)
- Prepare set for filming/support during filming
- Run errands for producer
- Help setting up lights and equipment

01- 06/2023 Line producer / METROPOLIS PRODUZIONI, Lucca

Line Producer - Stranger like me / short movie - ACT

- Estimate initial budget
- Support to director with the film treatment
- Recruiting crew, cast, suppliers
- Control and coordinate production/track deadlines
- Research sponsors and manage crowdfunding

Adress&Contact

Address: Via dei Porcaresi
805 H, Carignano, Lucca,
Italy

Email:
madalinadolhescu9@gmail.com

Linkedin:
@madalinedolhescu

Mobile/Whatsapp
+39 3881844421

Languages:

Romanian- Mother Tongue

Italian - Excellent

English - C2 - IELTS certification at
UNIVERSITY OF QUEENSLAND

Spanish - B2

IT Skills



Microsoft Office



Adobe Premiere Pro

AWARDS&OTHER

WESHORT BEST FILM AWARD For
"Stranger, like me" Pilot

WINNER OF "METROPOLIS PRODUCTION"
Film development call 2023 (cash prize)

PARTICIPATIONS IN THEATRE PLAYS
directed by Francesco Tarsi - Polis
Grosseto

- Midsummer night's dream
- "The theater of time" - Writings by Dante, Gozzano, Neruda, Rilke, Bukowsky, et.al" Theatre shows

Communication skills



Time Management



Problem solving Skills



Customer Service Skills



Organizational Skills



Leadership Skills



Interpersonal Skills



Sales- Closing contracts



INTEREST
Film&Tv series
Traveling&books
Classical concerts
Dancing

2021/ 2023 Assistant Event Manager/ **EVENT SERVICE TUSCANY- Italy**

Event assistance to manager -Multiple Events

- Pre-production assistance in creation and control of workflow
- Logistic and artistic decorative setup
- In-coming hospitality, accommodation and ground transfer organization and coordination.
- Graphic preparation and installment supervision
- PA to International executives
- ON- site assistance during event, tours, functions, meetings.
- Relationship with DMC, suppliers, executives and attendees
- Location scouting for events
- Suppliers research support and hiring
- Deliver final project report
- Coordinate staff/hostess during event
- Deliver customer service on-site
- Exhibitor at Fairs in Italy and abroad/rappresent company

Companies reference for events: Grand Universe Autograph Collection (Marriot), Soffidel, Mario Tobino Foundation, Wolters Kluwer, Celtex, Antepima Vini della Costa, Lucca Gustosa, Grandi Cru Della Costa Toscan, Kedrion Biopharma, Murabilia, Verdemura

10/22- 02/23 Line producer / **METROPOLIS PRODUZIONI, Lucca**

Line Producer - Lego Brick- short documentary ACT

- Talent Research
- Coordinating filming set & interviews
- Sponsors research
- Track deadlines and control budgeting
- Support composer with the documentary soundtrack
- Co-write voice actor script

With the participation of Carlo Valli - voice actor

07- 09/2021 festival assistant / **CARTASIA FESTIVAL, Italy**

Assistance to Art&Architecture Paper festival -Internship

- Offers support to the festival organizer for the entire duration of the event
- Relationship with artists
- Ticket sales
- Promote the events
- Run errands for producer
- Help setting up lights and equipment

E D U C A T I O N

2023/2024 Certificate - “Rhetoric; The art of persuasive writing and public speaking”

HARVARDx UNIVERSITY - Online course - Verified Certificate
98/100

2020/2023 Bachelor Degree in Film production&Organization

ACCADEMIA CINEMA TOSCANA - Film production studies/ Camera/ Direction/ Organization of set - realization of short movies, workshops Sentiero Film Festival and internship for Metropolis Produzioni

2010/2015 Diploma in Natural Sciences

NICOLAE BALCESCU HIGH-SCHOOL- Romania