

Simona Forti

VFX Production Manager

Rome, Italy • (+39)3453189291
simonaforti@gmail.com • [linkedin.com/in/simonaforti](https://www.linkedin.com/in/simonaforti)
<https://www.imdb.com/name/nm10237036/>

Personal Details:

01/08/1981 • Rome • Italian



Professional Profile

Creative, analytical, and solutions-oriented professional with hands-on experience in leading all facets of post-production process to support the delivery of finished digital assets within established constraints. A well-organized individual with proven skills in collaborating with production, editorial, and client stakeholders to define appropriate project timelines and finalize asset deliverables. Demonstrated capacity to assess and deliver required resources for teams to produce cutting-edge content and ensure smooth execution of post-production workflows. Possess strong sense of prioritization and an organized mind-set to cover simultaneous tasks without compromising on quality... **Proven expertise in:**

- Post-production Workflow Management
- Skilled in Digital Media Formats
- Quality Control and Story Editing
- Key Stakeholder Engagement
- Content Development / Creative Writing
- Budget Management / Resource Allocation
- Issues Identification and Resolution
- Cross-functional Team Leadership

PROFESSIONAL EXPERIENCE

TRIXTER – Berlin, Germany

Senior VFX Production Coordinator 2022 to October 2023

VFX Department Coordinator (FX) 2021 to October 2022

- Schedules, prioritizes, and tracks internal technical assignments and project details.
- Communicates team updates and understands priorities.
- Coordinates and monitors multiple projects.
- Documentation and reports preparation (tasks tracked and managed).
- Communicates any schedule changes to appropriate stakeholders and escalates to supervisors/producers.
- Follow up on approved and completed work and ensure delivery on time and to specification.
- Establishes quality control and project closures processes

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TRIXTER – Berlin, Germany

VFX Coordinator April 2021 to June 2021

- Responsible for setting up, maintaining and wrapping up a project with Producer collaboration.
- Organizing and attending daily reviews.
- Assessing the progression of established project plans.
- Keeping the production database up to date.
- Serving as organizational contact for clients and preparing client approval sessions.
- Running submissions and deliveries.

Centro Sperimentale di Cinematografia - National Film School - Rome, Italy

Teaching Professional, Jan 2022 to Present

- "Visual Effects Supervisor & Producer" Course

Freelance – Rome, Italy

Post Production Coordinator, 2020 to Present

- Working directly with the Post Production Supervisor to oversee all post-production projects, from start to finish, to ensure the films meet the quality standards.
- Establishing and implementing successful and efficient post-production workflow, from asset hand-off to final content delivery.
- Coordinating and managing the post production and delivery of all elements and Quality Control between production companies.

AL-ONE – Rome, Italy

3D Pipeline Supervisor/Post Production Coordinator, 2018 to 2020

Support pipeline development process and provide inspirational leadership on new architectures. Organize and prioritize responsibilities to complete simultaneous pipeline development tasks within stringent deadlines and fast-paced environments. Function in close collaboration with CG supervisor to institute robust processes for meeting Animation, TV Series, and Short Films project goals. Maintain consistent coordination with IT teams to identify and address complex issues. Streamline and oversee diverse tasks, such as leading weekly asset/shot assignments, updating and maintaining shot databases, delivering detailed reports to senior management.

Key Contributions:

- Successfully delivered production of CG animated film by leading all facets of production and development process of movie, including handling drawings, storyboard, and final export.
- Spearheaded the management of 1348 movie shots, 36 people, and 10 diverse movie functions to finalize deliverables within predefined constraints.
- Supervised and mentored production staff, assessed performance, evaluated training needs, and devised effective plans to optimize productivity.
- Steered the development and implementation of production management tool, Ftrack Studio on a local server.

Freelance – Japan, Rome

Freelancer Web Content Coordinator, 2012 to 2017

Nurtured and strengthened productive media relations with the press office for Universal Pictures Italia. Planned and organized wide range of events while completing event deliverables within established time, scope, and budget constraints. Drafted captivating editorial and press releases for a variety of entertainment magazines, such as Movieplayer.it and Bigodino.it. Served as key member of Social Reporting Team for UN Agency IFAD at second Global AgriKnowledge Share Fair, IFAD Fair, and IFAD Governing Council.

Key Contribution:

- Delivered comprehensive support and guidance on marketing and communications initiatives to leading film distributors, including Universal, Lucky Red, Sony, and Warner.

Panmind – Italy

Quality Assurance, 2009 to 2011

Executed communications plans and cultivated a web community around Panmind (online collaboration platform focused on file sharing). Conducted detailed testing of applications, identified issues, and delivered key insights to the development team for fixing the problems.

Key Contribution:

- Implemented platform internationalization project to drive overall business growth and ensure strong market presence.

*Additional experience as a **Lecturer, Trainer, Security Analyst, and Security Engineer** within diversified organizations.*

EDUCATION AND CREDENTIALS

Scrum Fundamentals Certified, AgileKB (2019) | Digital Compositing Base, Arthitesi School, Italy (2019)

Understanding VFX Pipeline, School of Pixels (2018) | Visual Effects Producing, Hazfilm Ltd. (2018)

Fundamentals of VFX, DlearningS (2018) | Japanese Language School Diploma, Akamokai, Japan (2017) | Apple Certified Pro Software, Apple, UK | Check Point Software Certified | CCNA Cisco Certified

TECHNICAL SKILLS

Microsoft Office Suite, Apple, Linux OS, Adobe Suite, QNAP and Synology NAS System, Ftrack Studio, Shotgun, Movie Magic Budgeting, Maya Nuke Studio, Arnold, Premiere, Shotgun RV, Hugo Framework, WordPress, Ruby, Python

LANGUAGES

Italian (Native), English (C1 Advanced Level), Japanese (N3 Advanced Level), German (A1 Elementary Level)