

# BEATRICE BELL

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## EXPERIENCE

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- 20th Century Fox Television** - Office Production Assistant @ Los Angeles, CA Jul - Dec 2016
- Supported "**Bones**" production office in day-to-day operations, such as scripts/documents filing and distribution, updates of Set Status Reports, expense reports, production meetings, studio lot meetings, etc.
- Lin Pictures** - Intern @ Los Angeles, CA Jan - Apr 2016
- Script coverage and development meetings for major studio movies
  - Performed office duties like covering phones, facilitate meetings, keeping calendars, track expenses, etc.
- Big Light Productions** - Intern @ London, UK Jan 2016
- Assisted the writers room of "**The Man in the High Castle**" season 2
  - Research for "**Medici: Masters of Florence**" season 2
  - Script coverage and development meetings
- Avanti Film Productions** - Producer's Assistant @ Los Angeles, CA Mar - Jul 2015
- Supported showrunner in pre-production of tv series "**The Port of San Pedro**", included casting lead roles
  - Video editing of series trailer and promotional videos
  - Managed company's social media presence
- Freelance for Vanity Fair, ANSA, Coming Soon, etc.** - Entertainment News Reporter & Producer Feb - Dec 2014
- Print and video interviews with TV and Movie talents like Viola Davis, Joshua Jackson, Kerry Washington, Michael Weatherly, etc.
  - Covered International Press Junkets, TCA press conferences, Comic-Con and Paley Fest panels, advance screenings and set visits
  - Critical reviews of entertainment contents, focusing on tv series and tv pilots
- Yahoo!** - FrontPage and Web Content Editor @ Milan, Italy Mar - Dec 2014
- Managed Yahoo homepage selecting most relevant news and coordinating team efforts to provide them with adequate coverage
  - Produced Entertainment, News and Lifestyle articles and image galleries, included live coverage of major entertainment events
  - Performed web content editing of press agencies news and videos to conform to Yahoo's standards
- i-Bones** - Editor-in-Chief @ Rome, Italy 2006 - 2016
- Coordinated grassroots efforts and devised creative ways to promote the tv show "Bones" in Italy across different digital platforms
  - Lead a team of (up to) 10 staff writers and graphic designers
  - Collaborated with third parties to ensure accurate localization of official campaigns and deliver high quality promotional material
  - Managed social media presence on Facebook (>8000 fans), Twitter (>1000 followers), YouTube and Tumblr
  - Organized online events (livetweetings, chats, etc) but also meetings, reunions and handled convention participation logistics
  - Daily tasks included: publish articles, translate news, edit and subtitle videos, social media and community management

## EDUCATION

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- UCLA Extension** Certificate Program in **Producing** Spring 2016  
Certificate Program in **Business and Management of Entertainment** Winter 2016
- Università Cattolica del Sacro Cuore** Master's Degree in Media **Communications Management** Spring 2013  
Concentration: **New Media and Social Networks**  
GPA: 4.0 (graduated with honors)

## TECHNICAL SKILLS

**MS Software:** Word, Excel, PowerPoint  
**Adobe Software:** Premiere, Photoshop, Dreamweaver  
**Programming Languages:** php, html, css, sql, databases  
**CMS:** Wordpress, ezPublish, proprietary ones

## CERTIFICATIONS

2014: Journalist patent  
2013: Web Marketing and Social Media Management by Adecco  
2013: International Diploma in Marketing Communications by IAA

## ADDITIONAL INFO

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**Languages:** Italian (native speaker), Spanish (full working proficiency)  
**Member of:** Television Academy, Paley Center for Media, Women in Film