Ginevra Mellaro

+39 3384110211
PHONE

WWW.GINEVRAMELLARO.COM
PORTFOLIO

GINEVRA.MELLARO@GMAIL.COM
EMAIL

PROFILE

Creative and studio professional with experience across video and visual projects for personal and commercial work. Skilled in visual research, art direction, and project coordination. Experienced in managing multiple projects while supporting the creative development and realisation of the director's vision.

WORK EXPERIENCE

STUDIO MANAGER, ALBERT MOYA STUDIO, PARIS, FRANCE 2025-ONGOING
Supported the studio's day-to-day operations and external projects, contributing to art direction, visual research, and project development across personal and commercial work. Worked closely with the director across his projects, overseeing production requirements and coordinating post-production, while managing the studio's organisation and administrative needs.

STUDIO ASSISTANT, ALBERT MOYA STUDIO, FLORENCE, ITALY, 2023-2025
Supported the studio's day-to-day operations and external projects, contributing to art direction, visual research, and project development across personal and commercial work. Assisted with organisation and administrative tasks across multiple projects.

PERSONAL ASSISTANT, ALBERT MOYA, FLORENCE, ITALY, 2022-2023
Managed the studio's physical and digital project archive, supported day-to-day studio operations, and assisted the director with personal and professional matters, including calendar, accounting, travel, and administrative tasks.

EDUCATION

POLIMODA, FIRENZE, ITALIA — FASHION ART DIRECTION, 2018-2022

SKILLS

TECHNICAL: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat); Microsoft Office (Excel, PowerPoint, Word)
SET EXPERIENCE: On-set presence and support throughout production.
ORGANISATION: Studio archive management, including physical and digital files; calendar and schedule management.
RESEARCH & ART DIRECTION: Visual research, copywriting and creative development
PRODUCTION: Coordinating multiple projects simultaneously, managing production needs and meeting director and client requirements
LANGUAGES: Italian, English, Spanish, French