



# DAYNA DI FULVIO



## SHORT PITCH

I'm a creative producer with over three years of experience in video production and office management. I specialise in pre-production including scheduling, crew coordination, budget management, logistics and bookings. I'm passionate about amplifying underrepresented voices, particularly in female-driven and LGBTQ+ communities. With a strong track record of collaborating with clients and teams, I ensure projects run smoothly, efficiently, and successfully from start to finish.



## INFO



Name  
Dayna Di Fulvio  
(she/they/he)



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www.daynadifulvio.com



Drivers License  
"C" Class



Working With Children  
Check



## WORK EXPERIENCE

### FREELANCE CREATIVE & PRODUCER DEC 2019 - PRESENT

- Accomplished freelancer working as a Producer, 1st Assistant Director, Camera Operator, Editor and Research Assistant.
- Collaborate with clients to produce impactful video content, managing all aspects of production from pre-production to post-production.
- Create shoot schedules and call sheets, coordinating with team members to ensure smooth on-set operations.
- Lead client communications, understanding their requirements and guiding them through projects from end to end.
- Practical experience in studio and location based sets for corporate and indie films.
- Experience managing, growing and building social media audiences.

### PRODUCER 50 KAL COMMUNICATIONS JULY 2018 - DEC 2019

- Experienced in creating and delivering corporate, television and social media content.
- Managing the production of multiple projects, including coordinating with clients on schedules and deliverables.
- Coordinated all production elements, including talent acquisition, location scouting, crew booking, equipment rental and transport.
- Assisted on set as a producer and/or assistant director, ensuring efficient and effective shoot operations.
- Collaborating with the post-production team to ensure a seamless workflow and on-time deliveries.
- Managed budgets for film shoots, including supplier negotiations, and expense tracking.
- Provided regular progress updates to senior management and clients throughout the production process.



# DAYNA DI FULVIO

## SKILLS

Premiere Pro CC  
InDesign CC  
After Effects CC  
Photoshop CC  
Illustrator CC  
DaVinci Resolve  
Canva  
Videography  
Photography  
Canon cameras  
Blackmagic cameras  
Rode audio  
Google Suite  
Microsoft Suite  
Mailchimp  
Asana  
Hootsuite  
Meta  
Sked  
Sprout Social  
CAD & Adstream  
SEO Techniques

## WORK EXPERIENCE

### EVENT HOST & CURATOR

#### CLUB DVD

APRIL 2024 - PRESENT

- Built a social media following of 1,000+ followers and achieved 20K+ views on multiple TikTok videos.
- Consistently sold out events through strategic social media marketing and active community engagement.
- Captured and edited event content to create engaging social media posts and promotional videos.
- Facilitated discussions and public speaking at events, fostering a sense of community and encouraging attendee engagement.
- Established and maintained relationships with venue owners, negotiating terms for events.

OCT 2022 -  
MAY 2023

VIDEO EDITOR  
Never Too Small

MAY - JUNE  
2018

ACCOUNT COORDINATOR  
Visual Domain

SEP - NOV  
2017

PRODUCTION & RESEARCH ASSISTANT  
White Spark Pictures

JUNE - DEC  
2015

ASSISTANT PRODUCER & CAMERA OPERATOR  
Three Tree Productions

## EDUCATION

## REFERENCES

Melanie Killingsworth  
Director - Freelance  
0423 379 267  
melkillingsworth@gmail.com

Josephine Croft  
Producer - Freelance  
0409 257 745  
josephinercroft@gmail.com

2020

OPEN ACADEMY  
120 Hour TEFL Certificate Course  
(Teaching English as a Foreign Language)

2019

GENERAL ASSEMBLY  
Intro to Digital Marketing

2019

AFTRS  
Screen Business Essentials

2013 -  
2016

CURTIN UNIVERSITY  
Bachelor of Arts, Major in Screen Arts