



RUBY CRUZ INOSANTO

PRODUCTION COORDINATOR

PROFILE

Resourceful Event Coordinator with 11+ years' experience in coordinating large scale events & exhibitions from planning through to successful execution.

WORK EXPERIENCE

Linkviva FZ LLC Sept. 2024 - Jan. 31, 2025

- Reporting to the Production Director.
- Coordinating and monitoring all aspects of production, including scheduling, logistics, and budgeting.
- Perform database administration and production support.
- Procures components and materials as required through established purchasing processes.

RC Freelance Production Sept. 2021 - Present

- Reporting to the Production Manager.
- Helping prepares the set with lights, props, equipment etc.
- Assisting costume designers, directors, camera man and other crew members.
- Conduct crowd control by putting up signs, directing pedestrians away from filming, locking down set etc.
- Act as a runner distributing messages or items within film crew and cast.
- Undertake errands as assigned.
- Creating and distributing production documents.
- Monitoring program schedules.

Evolve Global Group May 2013 - June 2024

- Coordinate details of events such as conferences, weddings, birthdays, trade shows, business meetings, employee appreciations and virtual events.
- Calculate budgets and ensure they are adhered to.
- Book talent, including musicians, bands, DJ's & dancers.
- Select chefs or catering companies to prepare food for the event.
- Visit venue to plan layout of seating and decorations.
- Schedule speakers, vendors, and participants.
- Coordinate and monitor events timelessly and ensure deadlines are met.
- Edit and design promotional materials.
- Prepare presentations.
- Prepare presentations.
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
- Monitoring the inventory list.

CONTACT

+971 50 620 7335

stanleehayes@yahoo.com

Al Waseem St. Villa 4 Old Al Falah City, Abu Dhabi, UAE

www.linkedin.com/in/ruby-inosanto-308b2646

EDUCATION

1998 - 1999

Philippine Christian University

- Undergraduate - BS Computer Science

1993 - 1997

Gen. Mariano Alvarez Technical High School

- High School Graduate

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Operating business machines

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)
- Arabic (Basic)

VISA STATUS

- Owned Visa/ Employment

LICENSE

- UAE Driving License

CERTIFICATES

- University TOR Attested
- Special Educational Needs & Disability - KHDA attested

ACCOMPLISHED PROJECTS

LIVE ENTERTAINMENTS & FILMING PRODUCTIONS:

- Liwa Festival, MOTN & MOTB by Linkviva FZ LLC - Sept. 2024 until Jan. 31, 2025
- The Nutquacker Show by East West Events Nov. 2 until Jan. 10, 2024 – Warner Bros. Abu Dhabi, UAE- Production Assistant/Props Master.
- Summer Superhero by East West Events May- Sept. 2023 – Warner Bros. Abu Dhabi, UAE- Production Assistant
- Inspector Jamshed (Pakistani Film) 2022-2023 – Abu Dhabi/Dubai, UAE- Production Assistant
- ICC World Cup (Commercial Shoot) 2023- 9T Studio Dubai, UAE- Props Master
- The Nutquacker Show by East West Event Nov. 2022- Jan. 2023 – Warner Bros. Abu Dhabi, UAE- Production Assistant
- F1 Event by ENG 2022 – Yas Marina Circuit Abu Dhabi, UAE- F&B Waitress
- Dorco (Commercial Shoot) 2022 – Dubai, UAE- Props Master
- MBC2 (Commercial Shoot) 2022 – Ajman, UAE- Props Master
- Lean (Commercial Shoot) 2022 – Dubai, UAE- Props Master
- Yellow Bus 2021 – Abu Dhabi, UAE- Props Master
- Al Khameen (The Ambush) 2021 – RAK, UAE- Production Assistant

EVENTS & EXHIBITIONS:

- Abu Dhabi International Bookfair 2024 – ADNEC Abu Dhabi, UAE- Customer Service
- Middle East Film & Comic Con 2024 – ADNEC Abu Dhabi, UAE- Usher
- Critical Infrastructure Defense Challenge 2023 – Baku, Azerbaijan- Project Manager
- CABSAT 2023 – DWTC Dubai, UAE- Project Manager
- IDEX 2023 – ADNEC Abu Dhabi, UAE- Project Manager
- World Police Summit 2023- DWCT, Dubai UAE- Project Manager
- ISS World Middle East 2023- JW Marriott, Dubai- Project Manager
- IDEX 2023- ADNEC Abu Dhabi, UAE- Project Manager
- Arab Health 2023- DWTC Dubai, UAE- Project Manager
- THE BIG 5 SHOW 2022 – DWTC Dubai, UAE- Project Manager
- GLOBAL MEDIA CONGRESS 2022 – ADNEC Abu Dhabi, UAE- Project Manager
- Gulfood 2022 – DWTC Dubai, UAE- Project Manager
- GITEX 2022 – DWTC Dubai, UAE- Project Manager
- ISNR 2022 – ADNEC Abu Dhabi, UAE- Project Manager
- Dubai Air Show 2021 – AL MAKTOUM AIRPORT Dubai, UAE- Project Manager
- IDEX 2021 – ADNEC Abu Dhabi, UAE- Project Manager
- UMEC 2020 – ADNEC Abu Dhabi, UAE- Project Manager
- DEFEXPO 2020 – Lucknow, India- Project Manager
- Dubai Air Show 2019 – AL MAKTOUM AIRPORT Dubai, UAE- Project Manager
- IDEX 2019 – ADNEC Abu Dhabi, UAE- Project Manager
- DEFEXPO 2018 – Chennai, India- Project Manager
- MRO ME 2018 – DWTC Dubai, UAE- Project Manager
- Aero India 2017- Bangalore, India- Project Manager
- Dubai Air Show 2017 – AL MAKTOUM AIRPORT Dubai, UAE- Project Manager
- Defexpo 2016 – Goa, India- Project Manager
- Motorola Conference 2015 – Hanoi, Vietnam - Project Manager
- IDEX 2015 – ADNEC Abu Dhabi, UAE - Project Manager
- China Airshow 2014 - Zhuhai, China- Project Manager
- IndoDefense 2014 - Jakarta, Indonesia- Project Manager
- Motorola Conference 2014 - Phuket, Thailand- Project Manager
- Defexpo 2014 - New Delhi, India- Project Manager
- Sheikha Aisha Al Nahyan's Birthday 2013 & 2014 - Abu Dhabi, UAE- Events Coordinator
- Royal Wedding (Al Mazrouei) 2014 - Abu Dhabi, UAE- Events Coordinator
- Graduation Party 2013 - AFOC & Shang-ri La Abu Dhabi, UAE- Events Coordinator