

AZIMA MOON

PRODUCER / ART COORDINATOR

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EXECUTIVE SUMMARY

I am a skilled, goal-driven professional with the flexibility and ability to perform several different roles to meet an overall success for my company and projects. I am a loyal, articulate, and intelligent individual with superior organizational skills, capable of multi-tasking with the ability to work-unsupervised. I am self-motivated, pro-active, and capable of prioritizing work and possess outstanding customer-relations skills. I have excellent communication and influencing skills, good computer abilities and adept at learning new packages quickly. I enjoy working in a varied and challenging atmosphere.

EXPERTISE

- TVC & film Production
- Project Management
- Strategic Planning & Analysis
- Digital Marketing
- Budgeting & Production Finance
- Props buyer
- Set Dresser
- Content Marketing
- Creative & Tactical
- Problem Solving
- Agile & Goal-Oriented
- Industry Relationship Building

PROFESSIONAL EXPERIENCE

Art Coordinator / Buyer | The Mountain Boy – Desert Rose Films - UAE

Dec'22 to Present

- Administrator of the crew; under the supervision of the Production Designer Pranali Diwadkar.
- Buyer for all Set Dressing, Props & Construction.
- Assist the crew in the business matters of the department, as well as the smooth operation of pre-production, principal photography, and wrap-up.
- Supervise & Maintain the Art Department Budget.

Art Coordinator | Gran Turismo – Epic Films - UAE

Nov'22 to Dec '22

- Administrator of the crew; under the supervision of the Supervising Art Director 'Justin O Neal Miller & Production Designer 'Martin Whist.
- Assist the crew in the business matters of the department, as well as the smooth operation of pre-production, principal photography, and wrap-up.
- Supervise & Maintain the Art Department Budget.

Freelance Producer / Production Manager Dubai

Mar '19 to Present

- Lead and managed all phases of content production including pitching, ideation, copy writing, scheduling, hiring and oversight of all content and production teams.
- Conduct research, analyze market & consumer trends to help create specific content, brand campaigns and activations for brands
- Work closely with creative directors, art directors, wardrobe, technical crew & film directors with script development, treatment, research & aesthetic references.
- Prepare budgets, shoot schedules, and supervise multiple teams from pre-production stage to post-production deliverables on projects.
- I have also handled multiple projects in post-production.

Props Buyer | Dubai

Jan '17 to Present

- Member of the props team within the art department, responsible for sourcing props for a feature film or television production. To research and to ensure that props meet the historical context or time of the story.
- Understanding the directors' requirements and vision, working hand in hand with the Art Director.

Construction Coordinator / Buyer | Desert Warrior - MBC Productions – Saudi Arabia

Oct '20 to Dec '21

- Coordinating crew requirements with the Production Team & Purchasing all necessary requirements to construct the sets; under the supervision of the Construction Supervisor 'Guy Belegaud & Production Designer Paki Smith'.
- Assist the Construction Department and make sure all operations of pre-production, principal photography, and wrap-up are taken care off.
- Supervise & Maintain the Art Department Budget. Handle Invoices & Purchase Orders.

Art Coordinator | The Ambush – Old School Production & Image Nation - UAE

Dec'19 to May '20

- Administrator of the crew; under the supervision of the Supervising Art Director 'Belinda Cusmano & Production Designer 'Nathan Fouraux.
- Assist the crew in the business matters of the department, as well as the smooth operation of pre-production, principal photography, and wrap-up.
- Supervise & Maintain the Art Department Budget.

Art Assistant | The Misfits – Film Gate Productions & Highland Film Group

Jan'19 to Mar'19

- Assist Production Designer in research & create references for sets and set build. Source props, design elements in Photoshop, illustrator
- Prepare and Manage schedules & budgets around raw materials, suppliers, and contractors. Liaise on behalf of the art department and director's team on overall production design, script changes and progress.
- Ensure all minute elements and overall sets are thorough, prepped, and ready for shoot day.

Early Positions:

- **Project Manager** – Grow Stronger Campaign | FAB/Louvre – UAE Mar'19 to Jun'19
- **Account Executive / BDM** | Means Design - UAE Sep'17 to Apr'18
- **Account Manager** | Design Technical Services LLC - UAE Nov'15 to Feb'17

KEY CLIENTS SERVICED

- DCT
- Pizza Hut
- KFC
- Etisalat
- Vice Arabia
- IPL x RCB
- Yas Island
- Coco Cola
- GMC
- Hyundai
- Infinity
- Volkswagen

QUALIFICATION

2009 - 2012 **Bachelor in Business Communication – Major in Marketing**
University of Mumbai, Maharashtra, India

2015 - 2018 **Level 3 Certificate in Communication**
London Academy of Music & Dramatic Arts – London, UK

TECHNICAL PROFICIENCIES

- Adobe Creative Suite – Photoshop, Illustrator
- Keynote, Pages, Numbers, iMovie
- Microsoft Office – Excel, Word, PowerPoint