

Executive Summary

A passionate, hardworking quick learner with a keen interest in everything production. With an educational background in filmmaking, and some production experience, I am looking for a role at a production house that will challenge me and inspire growth and progress on both the personal and professional levels where I can put my acquired skills to good and continue to grow in the film industry.

Professional Experience

Production Coordinator

Sep 2022 – Jan 2023

MBC Studios Projects FZ LLC | Dubai, UAE

- Prepared 80+ contract request forms for cast and crew members
- Maintained and updated 3+ crew lists, cast lists, hotel rooming lists
- Applied for 30+ visas and work visas for cast and crew members
- Booked 50+ flight tickets for cast and crew members
- Managed hotel accommodations for 80+ members and communicated with hotel management to ensure a smooth moving process from one hotel to the other
- Collaborated with production accountant on maintaining one big sheet containing detailed breakdowns of all crew and cast payments
- Communicated with 10+ actors in order to ensure their needs are met and they are satisfied which led to a smooth execution of the project
- Secured location permits by collecting all needed data from 15+ individuals
- Communicated with 1st Assistant Director on any updates concerning filming dates and relayed changes to actors and agents
- Created 45+ daily wrap reports and 6+ weekly progress reports
- Maintained a Yamdu page for the project with presentations, actor and character details, crew and cast lists, call sheets, wrap reports and progress reports

Production Executive

Dec 2021 – Feb 2022

Film Gate Productions LLC. | Abu Dhabi, UAE

- Cooperated with Marketing Manager and Producer to secure 3 sponsorships
- Communicated (through phone calls, text, and email) with 50+ potential sponsors
- Acted as production executive on set of 3 different TV mini-series (Dreams Drawn by Dust, Scattered Barriers, and House of Life)
- Collaborated with 1st assistant director on scheduling of the crew and the actors
- Maintained a WhatsApp group of over 100 crew members and used it to communicate all important and relevant information
- Organized weekly PCR tests for crew members and actors and kept track of all results
- Subtitled all 20 episodes of the 3 series in English

Marketing Executive

Feb 2022 – Jul 2022

- Prepared technical and financial proposals for 3+ tender bids
- Planned a Filipino stand-up comedy show from venue, to permits, to marketing
- Secured 3 locations and 6 actors as producer for a PSA in partnership with Ministry of Presidential Affairs

Social Media Account Manager

Aug 2021 – Nov 2021

Create Nation Marketing / Dubai, UAE

- Scheduled and organized video and photo shoots for clients
- Handled 10+ company and client social media accounts across platforms from copywriting, scheduling, to posting
- Scheduled 15+ daily posts for each account on each platform
- Content writing for social media and websites in English and Arabic
- Cooperated and collaborated with videographer and graphic designer to achieve desired results

Video Editor/Social Media Producer

Mar 2021 – Apr 2021

Tawi Digital Publishing and Marketing / Dubai, UAE

- Attended weekly meetings for progress updates
- Created 15+ designs to be used on clients' social media platforms
- Edited and finalized 6 videos for company website and social media platforms
- Increased visits to company website by writing news articles

Videographer/Video Editor

Jul 2020 – Sep 2020

We Love Art / Dubai, UAE

- Oversaw and directed 3 ad shoots
- Edited 8+ ads for social media platforms, 6+ one-hour long tutorial videos to be sold, and 10+ promotional videos for website
- Filmed 3+ short videos for social media channels
- Coordinated and collaborated with other departments for seamless results

Relevant Projects

Damm Documentary/Social Media/Podcast

Jan 2020 – Apr 2021

- Conducted one month of research during the pre-production phase
- Recruited 8+ interviewees after thorough meetings with them
- Filmed the entire documentary over the course of one month
- Edited the entire documentary over the course of one month
- Created unique and engaging digital content for social media
- Prepared scripts for 7+ podcast episodes

Yasmine Naccache

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- Recorded 7+ podcast episodes
- Edited 7+ podcast episodes

Technical Skills

MS Office

Adobe Premiere Pro

AVID Media Composer

Canva

Soft Skills

Public speaking

Communication skills

Time management

Leadership

Education

Bachelor of Communication in Digital Production and Storytelling

May 2021

American University in Dubai | Dubai, UAE

GPA (4.0): 3.9 Summa Cum Laude

Relevant courses: Screen-writing, Cinematography, Editing, Producing and Directing the Scene