



# MENNA TAREK HELMY

## GET TO KNOW ME

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Accomplished Producer with extensive experience leading teams by example, with feedback and coaching. Passionate about fashion and filmmaking. Seeks to expand my career growth and open to new experiences and challenges

## EDUCATION

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### MISR INTERNATIONAL UNIVERSITY (MIU) 2011 - 2015

Major: Radio and Television, Mass communication - class of 2015  
GPA of 3.39

**SUNY NEW YORK, Cobleskill, USA**  
Scholarship - Spring 2014

## GET IN TOUCH WITH ME


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 UP tower, Borsa St., DIFC, DUBAI

**BIRTHDATE:** 06/05/1993

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 /mennatarekhelmy\_

## WORK EXPERIENCE

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### THE CREATOR SPACE - NETFLIX ORIGINAL FILM - Line Producer

DECEMBER 2022 - FEBRUARY 2023

- Overseeing the hiring and management of crew members and cast
- Scheduling and coordinating the various elements of the production, such as scoutings, rehearsals, booking tickets and hotels for cast and crew
- Negotiating contracts and agreements with vendor, cast and crew

### SPUTNIK MEDIA AGENCY - Freelance Producer - UAE

MARCH 2022 - NOVEMBER 22

- Oversee all production phases
- Plan shoots for international brands
- Hiring crew
- Building the production budget
- Communication with clients
- **Clients I produced for:** PUBG - MASHREQ BANK - ENBD - KERBS (Educational platform)

### AMINA MUADDI SS22 CAMPAIGN - Line Producer - EGYPT

JUNE 2022

- Manage and supervise production team
- Manage budget
- Communication with international crew
- Planning production schedule
- Call sheet

### ABU DHABI MEDIA - Radio channels National day Music Video - Line Producer - UAE

DECEMBER 2021 - NATIONAL DAY PROJECT

- Hiring crew
- Location permits
- Planning and organizing production and shoot schedule
- Ensuring following the shoot schedule precisely
- Manage the production team
- Communication
- Work and manage budget with HOD



## COMPETENCIES

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- Trustworthiness & Ethics
- Exceptional communication and networking skills
- Flexibility
- Critical decision making
- Organizational skills
- Self motivation
- Ability to work under pressure
- Results Orientation
- Leadership
- Learning agility
- Ability to work in a team environment, and independently
- Innovation

## REFERENCES

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Nadia EL Dasher - Founder and Creative Producer at SNAP14:: +20 102 1272823

Joseph Samaan - Founder and President of Tanweer Group:  
joseph@tanweer.info

Michael Fillon - Founder and General Manager of SPUTNIK Agency: +971 54 997 3000

## WORK EXPERIENCE

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### **MBC STUDIOS - SHAHID - Production Coordinator in "Al Asoof 4" Saudi Series - UAE**

JULY 2021 - DECEMBER 2021

- Coordinate travel, accommodation, work permits and visas for cast and crew
- Preparing, updating crew list, daily progress reports and script changes
- Set up the production office, organising equipment, supplies and staff
- Create Crew and Cast Invoices and Contracts
- Call sheet

### **CR FASHION BOOK - Production Manager -EGYPT**

JUNE 2021

- Manage full production team
- Getting locations with permits for International crew
- Communication with client
- Set and manage budget
- Planning and organising production schedules
- Assessing project and resource requirements

### **MBC STUDIOS - SHAHID - Production Coordinator in "Final Scene" Series - UAE**

FEB 2021 - APRIL 2021

- Manage ledgers and ensure accurate financial record keeping across departments.
- Receive and process invoices and billing statements
- Coordinate travel, accommodation for cast and crew
- Ensuring all transactions are entered accurately in the accounting system

### **SNAP14 Productions - Production Manager and Country Representative - EGYPT + UAE**

SEPT 2020 - FEB 2021

- Handled the company's communications with clients
- Managed and planned shoots with International magazine and commercial brands
- Assigning tasks to production team
- Supervise Production team on ongoing projects
- Train production assistants interns
- Set up meetings with PR and Marketing agencies
- Screening candidates and interns



## LANGUAGE

Arabic - Fluent  
English - Proficient

## AWARDS

Won the best Videographer and video editor at "Coby's Got Talent" for a video clip and an ad in SUNY Cobleskill.

4 times employee of the month at SNAP14 Productions in 2020.

## TRAINING

- 6 months training at Al Ghad El-Araby channel as assistant director and floor manager in "Sabah Masaa' talk show
- 6 months training at Al-Arabia channel office in Egypt. Working as assistant director and floor manager in "AlHadath Al Masry" and "AL Share' Al Masry" talk shows - INEWS

**REFERENCES ARE PROVIDED  
UPON REQUEST**

## WORK EXPERIENCE

### **SNAP14 Productions - Production Coordinator - EGYPT** MARCH 2019 - SEPT 2020

- Managed editorial shoots for international magazines
- Created budgets for shoots
- Created production templates to ease production process
- Handled communications with clients
- Handled communications with suppliers
- Worked on project management system (i.e CRM - ZOHO projects - ZOHO people)
- Helped setting the production process in the company
- Updated the company's website

#### **CLIENTS I WORKED WITH @ SNAP14**

- [Vogue Arabia \(September cover 2020 / November cover 2019 / June cover 2019 / #buyarabdesigners\)](#)
- [Holiday Magazine](#)
- [Telegraph \(Ultra Travel - Stella Luxury Magazine\)](#)
- [Dalydress\\_ & Dare \(SS2020 / AW2020\)](#)

### **TANWEER STUDIOS - Dubbing Producer - Dubbing Director - VO talent** DEC 2016 - NOV 2018

- Assigning tasks to production team
- Communication with VO talents
- Scheduling recording sessions
- Directing VO talents in recording sessions
- Managing the post production process of dubbed episodes
- Casting
- Recording characters with my voice

#### **PROJECTS I HANDLED AS PRODUCER AND DIRECTOR**

- [Dude That's my Ghost / Furiki Wheels - Disney](#)
- [Sunny Day/ Ride "Live series" - Nickelodeon](#)

### **INSIGHT MAGAZINE - Junior Editor** OCT 2015 - SEPT 2016

- [Writing lifestyle and fashion articles](#)
- Conducting interviews
- Editing magazine's content
- Photography.
- Event coverage on social media.
- Data collection for Best Of Cairo Guide