



MARIA EL HAJ

Filmmaker - Assistant director

With a passion for storytelling and a comprehensive understanding for television production with outstanding project management, crew communication, team coordination and organization skills. I excel in overseeing projects from conception to execution. I thrive in Fast-paced environment and am adept at managing multiple tasks at the same time.

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UAE

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SKILLS

- Highly proficient in Arabic, French and English
- Software competency such as Microsoft Office, Adobe Premiere, Adobe After Effect, movie magic, yamdu

EXPERIENCE

First Assistant director

ROOTS AND TCS PRODUCTION - UAE, Sri Lanka

“ Al Boom - اليوم ” Season 2 - Directed by Lassaad Oueslati

September 2024 till January 2025

- Production Planning & Scheduling: Developed detailed shooting schedules and call sheets, ensuring all departments aligned with the director's creative vision and the project timeline.
- On-Set Leadership: Directed on-set operations, managing cast, crew, and resources to maintain a smooth workflow while addressing challenges in real time.
- Team Coordination: Collaborated with the director, and department heads to translate creative goals into actionable plans and ensure seamless communication between all production units.
- Problem-Solving: Anticipated and resolved logistical and creative challenges under tight deadlines, minimizing delays and maximizing efficiency.
- Safety & Compliance: Supervised set safety protocols, ensuring compliance with industry standards and union guidelines.
- Creative Support: Supported the director in achieving his vision by managing shot priorities, scene setups, and daily shoot progress.
- Casting Coordination: Collaborated with casting directors to organize auditions, manage talent availability, and ensure the right cast fit for the project.

ROOTS AND TCS PRODUCTION - UAE, Tunisia

“Creatures - كائنات ” Directed by Lassaad Oueslati

March 2023 till August 2023

- Work closely with the Director on the preproduction.

- Break down the script to identify the requirements for each scene, including cast, crew, locations, props, and special effects.
- Organize and lead pre-production meetings for Make Up and Costume departments to ensure they are aligned with the schedule and production needs.
- Assist in the casting process as needed.
- Develop and distribute the daily call sheets, which detail the day's shooting schedule and requirements.
- Coordinate the arrival and movement of cast and crew on set, ensuring everyone is in place and ready to work.
- Act as the primary point of contact between the Director and the Make up wardrobe departments.
- Coordinate and manage extras, ensuring they are in place and ready for their shoot.
- Quickly and effectively resolve any issues that arise on set, whether logistical, technical, or personnel-related.
- Communicate daily call times and schedule changes to actors, ensuring they are informed and prepared for their scenes.
- Ensure actors are present and ready on set according to the shooting schedule, coordinating with hair, makeup, and wardrobe departments to minimize delays.
- Organize and oversee on-set rehearsals, ensuring actors have adequate time to prepare while keeping the production on schedule.
- Act as a key point of communication between the director and actors, relaying instructions, scene adjustments, and feedback as needed.
- Monitor and manage time on set, gently prompting actors when necessary to keep the production on schedule.
- Ensure actors' needs are met, including adequate breaks, safety, and comfort on set, while adhering to union rules and regulations.
- Address any concerns or issues raised by actors, working with the director and producers to find solutions that support both the actors and the production.
- Handle last-minute changes or issues with actors, such as delays or schedule changes, by adapting the shooting plan as needed.

ROOTS AND TCS PRODUCTION - UAE, Sri Lanka

“ Al Boom - اليوم “ Season 1 - Directed by Lassaad Oueslati

August 2023 till January 2024

- Managing Casting for main and secondary roles
- Conducting rehearsals
- Communicating directional instructions and expectations
- Coordinating actors schedules with the overall production timeline
- Ensuring actors have necessary support and resources on set with facilitating communication between them and the production team
- Assisting the director to help him achieve his vision with all departments
- Maintained a safe working environment on set
- Breaking down the script

Post producer

MBC - Neom, KSA

November, December 2022

Preparation of the arabic Soap opera “ Exceptional “

- Collaborated closely with directors, editors, visual effects artists, and other creative professionals to establish the project's vision and goals.
- Coordinating between writers, production and post production in order to Plan a season of shooting - 250 episodes per season.
- Breaking down the script for any visual effect scenes.

First Assistant director

MBC - UAE

November 2019 till May 2022

First Arabic Soap opera “ **The inheritance** “

- Led the development and execution of the project, overseeing all stages from pre-production to post-production.
- Planning a year of shooting - 250 episodes per season per year.
- Coordinated with writers, production, post production and department heads to facilitate effective communication and seamless workflow in order to achieve deliverables on time.
- Daily call sheet and shooting schedule, ensuring efficient and smooth operations through the TV series shoot.
- Managed the cast and crew, ensuring everyone was well-informed about their calls, scenes, and any changes in the production schedule.
- Assisted in coordinating post-production activities, such as reviewing rough cuts, providing feedback, and ensuring timely delivery of the final episodes.
- Breaking down the script.

Sabbah Media Corporation & Ebla international- Lebanon,Syria

November 2018 till May 2019

“ **دقيقة صمت - Dakikat samt** “ Directed by Chawki El Mejri

- Daily call sheet and shooting schedule and coordination with all departments on set.
- Managed the Pre-production to avoid any disruption while shooting.
- Organized and supervised rehearsals ensuring adherence to the creative vision of the director.
- Breaking down the script to have a wider artistic image and ensure its applicability with the director's vision and the production team.

Ebla international- Lebanon,Syria

Mars - July 2018

“ **Coma** “ Directed by Zuheir Kanou

- Coordinating with the writer to avoid misleading actors as the script was being written while shooting.
- Leading the crew of 100 people on set in order to achieve the daily shooting schedule.
- Planning the shooting schedule for the project after breaking down the script.
- Assisting the director on set to help him achieve his vision on set.
- Maintained a safe working environment on set.

Marwa Group, Lebanon

May - August 2017

“ **Awal nazra** - اول نظرة ” Directed by Zuheir Kanou

- Leading the crew of 80 people on set to achieve the daily schedule.
- Helping the director to achieve his vision of the script on set.

Second Assistant director

Marwa Group, Lebanon

November 2016 - Mars 2017

“ **Adham Beik** - ادھم بيك ” Directed by Zuheir Kanou

- Assisting the first assistant director on set.
- Responsible of the backstage preparations with the production, actors, make up, wardrobe team to avoid any delays on set.

ABC Arab broadcast content, Syria

February - May 2016

Internship “ **ايام لا تنسى** ” Directed by Ayman Zeidan

Education

Académie Libanaise des Beaux Arts (ALBA), Lebanon

Bachelor Degree in Fine Arts/Film/Cinama/Tv/Video

Graduated in 2015