

MARGARITA SATAEVA

CONTACT

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My Web-Site: <https://www.margarita-sataeva.com>

My LinkedIn:
www.linkedin.com/in/margarita-sataeva

PORTFOLIO

Videos: <https://shorturl.at/TP2Ay>

SFX Make-Up: <https://shorturl.at/bY9T1>

Adobe XD: <https://shorturl.at/KIKs3>

LANGUAGES

Russian (Native Speaker)

English (Advanced)

Spanish (Intermediate)

SKILLS

MS Office Suite (Word, Excel, Outlook, PowerPoint)

Problem solving

Time Management & Organizational Skills

VIP / HNW / UHNW Service Experience

Release Forms & Production Documentation

Budget Tracking & Expense Reporting

Event & Schedule Coordination

On-Set Logistics & Crew Support

PROFILE

I'm a multilingual client-focused professional with a **Bachelor's degree** in **International Relations** and a dual **Master's degree** in **Media & Communications** (accredited by UAE & Australia).

I am experienced in coordinating commercial shoots, managing talent and overseeing the logistics of fashion, beauty and film productions. I am skilled at negotiating with vendors, scheduling, tracking budgets, and ensuring a seamless workflow across creative teams. I am experienced in managing multiple projects in fast-paced environments while maintaining high standards and brand integrity.

In **Dubai** and **Abu Dhabi**, I completed two **Hollywood production internships** in Casting and Hair & Make-up, participating in the creation of the **"Formula 1" movie** and earning a **credited mention** — a proud milestone in my career.

EXPERIENCE

Project Manager and Actress, 02/2025 – 07/2025

Makan Fashion – Dubai

- Prepared and processed 15 contracts, managed budgets, and maintained accurate production documentation.
- Scheduled and coordinated meetings, events, and appointments for team members.
- Maintained effective communication between 12 high-end actresses, VIP client and the production team, fostering collaboration, maintaining clarity and efficiency in workflow.
- Organized office operations, including timetables and attendance records, enhancing overall efficiency.
- Managed reception duties including answering calls, greeting visitors, and directing inquiries to relevant staff.
- Performed as the main actress for production, showcasing versatility and talent.

Cross-Functional Team Collaboration

Stress Tolerance

Skilled multi-tasker

EDUCATION

Bachelor's degree, International Relationship, 2023

St. Petersburg State University - Russian Federation

Master's dual degree from the UAE and from Australia, Media and Communications, 2025

University of Wollongong in Dubai – UAE

Course, 'Comparative Politics', 2020
Higher School of Economics

Course, 'The Modern World, Part one: Global History from 1760 to 1910', 2020
University of Virginia

Hollywood Production Assistant Trainee, 11/2024 – 12/2024

Creative Media Authority - F1 Movie 2025, Abu Dhabi

- For my hard work and recognized efforts, I was honored to be featured in the credits of the "F1" movie
- Coordinated logistics for 1,000+ participants, managing check-ins, documentation, and release forms.
- Maintained detailed electronic and physical databases for over 800 cast members using MS Office and MS Excel.
- Liaised between casting, costume, and hair/makeup departments to keep production running efficiently.
- Provided on-site assistance to VIP guests, ensuring discretion and comfort during shoots.

Hollywood Production Assistant Intern, 03/2024 – 04/2024

Creative Media Authority (Miranda Davidson Studios) – Dubai/Abu-Dhabi

- Helped prepare call sheets and organize shoot-day logistics.
- Processed and documented more than 70 applications, maintaining accurate records for efficient selection, using MS tools.
- Facilitated communication with approximately 100 actors, enhancing engagement and follow-up throughout the casting process.
- Provided multilingual support to Russian-speaking actors and crew members.

Sales Manager, 05/2019 - 08/2023

OOO Pitermonolit - Saint Petersburg, Russian Federation

- Maintained and updated a client database of 500+ accounts, tracking communication history, orders, and follow-ups using Excel and other data management tools.
- Collaborated with HR department to align operations and client needs.
- Responded to over 1,000 inbound calls, providing timely solutions to client requests.
- Processed orders and collected accounts receivable, ensuring timely payments and cash flow.
- Collaborated with the logistics department to streamline operations and improve service delivery.

Trainee in SMM, 06/2022 - 07/2022

Airport Pulkovo - Saint Petersburg, Russian Federation

- Developed 10 engaging Instagram templates for Pulkovo Airport, enhancing brand visibility.
- Regularly updated Instagram stories to keep followers informed and engaged.
- Authored detailed descriptions of airport stores for the official website, improving customer experience.
- Contributed two articles to the airport magazine, showcasing airport features and services.

Trainee, 04/2023 - 05/2023

BRICS+ MF - Saint Petersburg, Russian Federation

- Conducted comprehensive data entry for 200 participants and organizations at the BRICS-2023 Forum.
- Researched 30 Skolkovo resident companies to support business networking.
- Successfully completed over 20 short-term tasks ahead of deadlines, demonstrating strong time management skills.
- Assisted in organizing conferences with ambassadors, ensuring smooth guest experiences.

Fashion stylist and model, 12/2020 - 06/2023

FRANTI - Saint Petersburg, Russian Federation

- Styled and prepared talent for shoots, ensuring brand guidelines were met.
- Coordinated with photographers, makeup artists, and stylists to deliver high-quality campaign visuals.
- Produced and filmed over 200 social media videos for brand promotion.
- Curated fashion capsules for over 100 clients, enhancing their personal style and wardrobe choices.
- Provided personalized styling services to 36 clients, ensuring a tailored approach to fashion.

Conducted a census, 10/2022 - 12/2022

St. Petersburg State University - Saint Petersburg, Russian Federation

- Conducted comprehensive surveys with over 1,000 respondents, enhancing data collection accuracy.
 - Completed thorough address checks for the assigned enumeration district, ensuring reliable records.
 - Maintained detailed daily field logs to track outcomes and coordinate follow-ups for non-responsive households.
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