

Khaoula El Jarmouzi

EXECUTIVE ASSISTANT TO CEO
PRODUCTION COORDINATOR

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Casablanca, Morocco

EDUCATION

- 2020 → **ANTI-CORRUPTION TRAINING ON PRODUCTIONS**
- 2017 → **ASSOCIATE DEGREE – AVIATION AND TOURISM CPFNC-ATAM CASABLANCA**
- 2015 → **AMIDEAST – TOEFL DEGREE**

CORE SKILLS

Production & Casting coordination with international crews

Crew logistics: travel, lodging, visas, permits, contracts & work certificates

Interdepartmental communication

Offices setup, hiring & managing junior team (PAs)

Strong organizational skills

Problem solving & Adaptable under pressure in challenging environments

Software: Excel, Word, PowerPoint, Canva

Multilingual communication for cross cultural crew : Arabic, French, English

ABOUT ME

Executive Assistant to the CEO and Production Coordinator with experience on international films, TV shows, commercials, and branded content. Emotionally intelligent, discreet, and a strong communicator, I support executives and large teams with complex schedules and multi-location projects. Flexible, organized, and a little artsy, I adapt quickly to changing priorities while keeping operations running smoothly and projects on track.

KEY FILM & TV CREDITS

EXECUTIVE ASSISTANT TO CEO: SHEMS TRAVEL & EVENTS
- CURRENT POSITION -

PRODUCTION COORDINATOR : TOP GEAR (BBC, 2022)

ASSISTANT PRODUCTION COORDINATOR: MATCH BOX (MATTEL & SKY STUDIOS / AMAZON, 2025)

ASSISTANT PRODUCTION COORDINATOR: ATOMIC (SKY TV, 2024)

ASSISTANT PRODUCTION COORDINATOR: THE SIGNAL (NETFLIX, 2023)

ASSISTANT PRODUCTION COORDINATOR: CONSTELLATION (APPLE TV, 2022)

ASSISTANT PRODUCTION COORDINATOR: LONELY PLANET (NETFLIX, 2022)

CASTING COORDINATOR / ASSISTANT TO DIRECTOR: LES DAMNÉS NE PLEURENT PAS (BBC / VIXENS / KASBAH FILMS, 2021)

CASTING COORDINATOR: POUR LA FRANCE (WELTWEIT FILMPRODUKTION 2021)

CASTING COORDINATOR: QALBI NSSAK (2021)

CASTING COORDINATOR: GOALSTAR REALITY (HOT TV, 2021)

CASTING ASSISTANT: SAMSUNG KOREA COMMERCIAL (SAAD FILMS, 2021)

CASTING ASSISTANT: TELEVISION COMMERCIAL (COMVIQ TELECOM, 2021)

CASTING ASSISTANT: AGONONA SS23 (KASBAH FILMS, 2022)

CASTING COORDINATOR: TV COMMERCIAL (TOP COOKIES, 2020)

CASTING COORDINATOR: POINT D'INTERROGATION (SAAD FILMS, 2020)

CASTING ASSISTANT: L'AVENTURE ARABE: DIE ZIELFAHNDER 3 (2019)

CASTING COORDINATOR ASSISTANT: DAILY CHILL (QUIBI, 2019)

CASTING ASSISTANT: TELEVISION COMMERCIAL (OPPO, 2019)

OPEN FOR INTERNATIONAL POSITIONS