

**Joremi**

**Contact**

**Joremi.380006@2freemail.com**

**Education**

AB Mass Communication

**Skills**

Production Management

Theater Production

Eye on Video Editing

Proficient in MS Office

Computer Literate

Basic Adobe Premiere CC

**Employment Reference**

Both professional and personal references are available on request.



**PROFESSIONAL EXPERIENCE**

**AL TAYYA FILMS** **FEB 05- March 01, 2018**

**Dubai, UAE**

**Production Coordinator**

* Provide support to the program producer of **Haroun**

**Rasheed Drama Series.**

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| **STUDIO ONE PRODUCTION** | **OCTOBER 01 - 23, 2017** |
| **Dubai, UAE** |  |

**Freelance Production Manager**

* Managed the production requirements of Dubai Educational Documentary film.

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| **BLISS INC ENTERTAINMENT** | **SEPTEMBER 2015 - AUGUST 2017** |
| **Dubai, UAE** |  |

**Production Manager**

* In charge of the entire production process- production budget, pre-production, production, post production.
* Negotiate costs with suppliers for equipment hire, the crew, extras and contractors.
* Act as a link between the client and the advertising agency and as a project implementer.
* Meet the producer and the production staff to examine scripts.
* Planning and scheduling shooting schedule.
* Supervise and overall in charge on the set.
* Assist the director during shooting.

**Production Coordinator**

* In charge of creative team: follow up script deadlines, submission of liners, coordinates feedback meeting schedule.
* Coordinate approval over booking of resources such as props, set up, locations, equipment’s for shooting and events.
* Assisting Sales Manager and gathering all sales database, managing the database, business leads and preparing sales tools.
* Preparing payroll, leave form and petty cash for QB7 team in coordination with the admin/ accounts department.
* Managing QB7 Inventory system and in charge for all hiring of QB7 equipment.
* Coordinate QB7 studio bookings for voice over and agencies.
* Occasionally do studio recordings.



**Brand**

**commercials,**

**campaigns and**

**TV series worked**

**with**

**“Dreams don’t work unless YOU DO”**



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| **ABS-CBN TV BROADCASTING NETWORK** | **2010-2015** |
| **Production Assistant- Associate Producer** |  |

* Assist director during auditions, shootings.
* In charge of sequence breakdown to counter check assistant director’s breakdown
* Checks assistant director’s call sheet: make sure all requirements are complete before the taping. Ex. checking call time of actors
* Monitors talent cost and helps executive producer on how to stay within the program budget
* Assists executive producer in making advanced schedules for taping
* Planning and scheduling taping dates
* In charge of creative team: follow up script deadlines, submission of liners, coordinates feedback meeting schedule
* Contacts the following for taping and other functions: talents, bit players, stylist, make-up, utility, lighting director et al.
* Makes production reports
* Filing all documents: creative (liner, treatment, scripts, presentations)
* In charge of on the set script & relay to creative revisions on the set

**ACADEMIC EXPERIENCE**

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| **FAR EASTERN UNIVERSITY** | **2006-2010** |
| **Theater Arts Scholar** |  |

* Performed in different Theater plays
* Attending daily theater workshops and trainings
* Stage Management
* Theater Production management

**SEMINAR AND WORKSHOPS**

* Script Analysis Workshops, Feb. 28-29, 2012
* Concept Development Workshops, July 30, 2013
* Positive Assertion Program, August 13, 2013