

REEM MADI

Visual Communicator

✉ reem.f.madi@gmail.com

☎ +96178823216

📍 Beirut, Lebanon

Be

in

ABOUT

I'm Shamelessly Passionate. Unequivocally Dedicated.
Solution-Oriented and Highly Motivated.
Patient, Tactful, Flexible and Resourceful. A Quick learner,
Multitasker, and a Skilled Communicator.
I'm Interactive, I'm Hyperactive, And from time to time.. I'm
Radioactive ... just kidding.

And somewhere in between it all, I focus on the Details, the
Process, and Keeping it Simple.

EDUCATION

BACHELOR OF ARTS

FILM, TV, RADIO PRODUCTION

AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Beirut, Lebanon 2007 - 2011

HIGH SCHOOL DIPLOMA

AL MAWAKEB HIGH SCHOOL

Dubai, United Arab Emirates 2000 - 2006

EXPERIENCE

AL JADEED TV STATION (LB)

MOTION GRAPHICS & DESIGN
2018 - Present

PROJECTS: Channel Rebranding, Ramadan 2019 Rebranding,
Ana Heik TV Show Graphics, Akher Mooda TV Show Graphics,
Online ADs Animation & Typography,

LITTLE TREE FILMS (LB)

OPERATIONS MANAGER - VISUAL COMMUNICATOR - SOCIAL MEDIA
2017 - 2018

CLIENTS: UBER, Bank Audi, Classic Burger Joint,
Barista Espresso, 7 Management, Arabnet, Little Tree Films,
AltCity, BootCamp, Shouf Biosphere Reserve.

NOMAD PRODUCTIONS (UAE)

ASSISTANT DIRECTOR & PRODUCTION COORDINATOR & GRAPHICS
2012 - 2013

CLIENTS: National Geographic Abudhabi, ADTDC,
LEMA?, ADMM, Formula 1, IFHC, RSB

FREELANCER

ASSISTANT DIRECTOR & PRODUCTION COORDINATOR & GRAPHICS
2008 - Present

FILM: NUTS, A Petty Bourgeois Dream, And Action!
Maskoun, Zugzwang.

TV SERIES: Waja'a Al Rouh, Al Wahsh, Aa'jz Nafsee.

MUSIC VIDEOS: Bghaneelak Ya Watanee - Hiba Tawaji,
Vivace - Andre Soueid, Barkouli - Sabine.

BRANDING: Al Jadeed TV, Little Tree Films, S&J Productions,
The MoKsha Collective, Toothless Consultancy, Malkia.

RESPONSIBILITIES:

* DESIGN & MOTION GRAPHICS:

- Designing visually engaging Presentations and Social Media Content.
- Staying on top of the latest standards and trends in visual design field.
- Creating enticing motion graphics & videos in English & Arabic.
- Designing and Branding for several Companies and Establishments.
- Creatively answering briefs and direct and guide Assistant Designers in their creation and implementation.
- Creating and/or refining graphic elements for all content including TV, web, digital, and presentations
- Coordinate with other creative departments to ensure compatibility and consistency to visual guides.

* OPERATIONS MANAGER:

- Maintaining budget & financial records according to company policies.
- Proofread company documents before printing and releasing.
- Developing work orders and schedules for upcoming productions.
- Scheduling meetings and managing databases
- Ensuring that all items are invoiced and paid on time.
- Liaising with staff, suppliers and clients.
- Delegating tasks to junior employees.
- Attending meetings with senior management

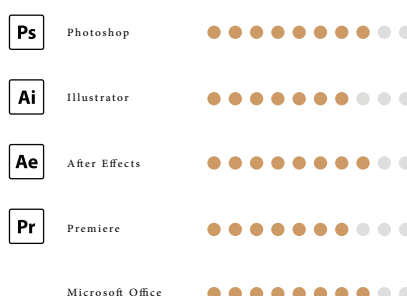
* ASSISTANT DIRECTOR & PRODUCTION COORDINATOR:

- Collaborating with a cross-functional team that includes producers, directors, & editors.
- Planning & organising production schedules & resource requirements.
- Providing the key link between the Director, cast and crew, whilst also liaising with the production office, and providing regular progress reports about the shoot.
- Monitor and manage schedules for timely delivery.
- Communicating Client Briefs to team members as per their deadlines.

LANGUAGES



SOFTWARE SKILLS



CREATIVE SKILLS

