

## CONTACTS



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SARAHHAREZ@YAHOO.CO.UK

## EDUCATION

### NABA UNIVERSITY

BA(HONS)DEGREE IN MEDIA DESIGN (2005|2008)

- PRE-PRODUCTION, LOCATION SHOOTING, SCRIPT AND TREATMENT AND STORYBOARD
- PRODUCTION AND DIRECTING (CANON XL1 AND SonyDSR-PD170P)
- LIGHTING AND SOUND RECORDING
- CREATION OF LIVE PERFORMACES
- POST PRODUCTION EDITING (AVID MEDIA COMPOSE, FINAL CUT)
- GRAPHIC (PHOTOSHOP, ILLUSTRATOR)
- MEDIA STUDIES AND HISTORY

### ARTS ACCADEMY UMBERTO BOCCIONI (1999|2004)

ARITISTIC DISCIPLINES, REALIZATION OF PAINTINGS DESIGNED, HISTORY AND PHILOSOFY.

## ITALY | EXPERIENCE

FILMMASTER GROUP, COLLATERAL FILMS  
K EVENTS (MILAN, 2008|2011)

### CLIENTS LIST

TOD'S | HOGAN | FAY | FRATELLI ROSSETTI | GUCCI  
REPLAY | ZEGNA | FIAT500 | OLYPIC GAMES | COIN  
NIKE-ROLEX | TEATRO ALLA SCALA | SKY | KIT KAT  
FASHION WEEK

### VIDEO EDITOR

#### ACTIVITIES AND RESPONSABILITIES

- PRE-PRODUCTION AND POST-PRODUCTION
- DIRECTING, SHOOTING AND EDITING SHORT VIDEO
- COLLABORATION WITH PROJECT MANAGER, ART DIRECTOR, GRAPHER AND SOUND DESIGNER
- COMPOSITING (AFTER EFFECTS),  
GRAPHIC (PHOTOSHOP, ILLUSTRATOR)
- COLOR CORRECTION (FINAL CUT, AFTER EFFECTS)
- MONOTORING THE QUALITY OF VIDEOS PRODUCED

## SKILLS

- ILLUSTRATOR
- PHOTOSHOP
- AFTER EFFECTS
- FINAL CUT
- AVID
- CINEMA TOOLS
- CUBASE
- PREMIER



**SARAH HAREZ**  
CREATIVE PRODUCER



## PROFILE

CREATIVE, CONFIDENT AND INDIVIDUAL OF SMART APPEARANCE AND GENUINE PERSONALITY. STRONG COMMUNICATION SKILLS ON THE PHONE AND SPECIALLY IN PERSON.

I AM ABLE TO PRESENT A PROFESSIONAL IMAGE, IN LINE WITH ANY EMPLOYER'S CORE VALUES. I AM APPROACHABLE WITH A COMPETENT MANNER AND ABLE TO CREATE A GOOD IMPRESSION. STRONG SENSE OF RESPONSIBILITY AND THE ABILITY TO MOTIVATE A TEAM INTO HIGH PERFORMANCE AND IN CHALLENGING SITUATIONS. RIGHT NOW I AM LOOKING FOR A SUITABLE POSITION WITH AN AMBITION COMPANY, WHERE I HAVE THE OPPORTUNITY TO WORK WITHIN A VARIED AND BUSY WORK ENVIROMENT WHERE NEVER BE THE SAME.

## ABROAD EXPERIENCE

### MERCADO RESTAURANT (SYDNEY, 2018)

GUEST RELATIONS FLOOR/RECEPTION

- EXPERIENCED IN OFFERING EXTRAORDINARY SERVICES TO THE VISITING GUESTS IN A PROFESSIONAL AND EFFICIENT MANNER

### SANTINI RESTAURANT (LONDON, 2013|2018)

GUEST RELATIONS MANAGER

- RESPONSABLE FOR HIRING, TRAINING AND DISCIPLINING STAFF
- MANAGING EMPLOYEES REQUIRES TRAINING AND COMMUNICATING RESTAURANT POLICIES TO THE WORKERS, SCHEDULING SHIFTS
- RESPONDING TO GUESTS NEEDS AND ANTICIPATING THEIR UNSTATED ONES
- MONITOR DAILY BOOKINGS AND ENSURE ASSIGNED BEST TABLE PREPARED PRIOR TO ARRIVAL
- COORDINATE AND MANAGE COMMUNICATION BETWEEN GUESTS AND STAFF, FOLLOW UP TO GUARANTEE CUSTOMER SATISFACTION
- APPRAISE TEAM'S PERFORMANCE
- ASSISTANT CURATOR OF THE LOOKING OF THE RESTAURANT

### HOSTESS RECEPTIONIST (2013|2014)

- ATTEND THE PHONE CALLS AND REVEAL ABOUT THE FOOD AND SERVICES
- CREATE PROFILE CUSTOMERS VISITING
- ABLE TO CHANGE TABLE ASSIGNED IN REAL TIME WITH AIM TO MAXIMIZING COVERS
- COLLECT THE CASH OF BILLS AND PROVIDE RECEIPTS

### VIDEO EDITOR (LONDON, 2012|2013)

FREELANCE VIDEO EDITOR FOR FLASH FASHION, LAVANDER SHOP  
LUCA MURA AND REMEDY PRODUCTION

## FURTHER SKILLS

### LANGUAGES

- ITALIAN
- PORTUGUESE
- ENGLISH
- CURRENTLY  
SPANISH COURSE