

Zeina Hares

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Birthday: 19/11/1997

Languages: English (Native) and Arabic (Native)

SOFTWARE SKILLS

- Adobe Creative Cloud (Premier Pro, Photoshop, Lightroom, Animate, Illustrator)
- Unity
- ProTools
- DaVinci Resolve
- Canva
- Microsoft (Word, Excel, PowerPoint, etc.)
- Google Software (Docs, Sheets, Calendar, Drive, etc.)

WORK EXPERIENCE

Josephine Lancuba

October 2021 – Current

Freelance, Videographer & Photographer

Created video and photography content for the exclusive online course, Talent Manager Bootcamp, that helps dance studio owners open their own in-house Talent Management Agency for TV, films, commercials, theatre, etc.

Responsibilities:

- Recording and editing an online course consisting of 6 modules (chapters), with each module containing 2 to 6 lessons (videos) that are 10 to 20 minutes.
- Independently managing light, sound and video recording for a 7-hour shoot, once a week over multiple months, covering on average 2 lessons per day (with multiple takes and different camera angles).
- Staging the room (rearranging furniture, blocking windows), lights and camera.
- Photographing different modeling poses for various online content use (for the course and beyond).

Musical Makers Club

April 2021 - Current

Casual (Full-time hours), Customer Experience & Content Manager

Overseeing all activities, enquires, content, and communication for a musical theatre production company for youth. Managing hired venues for rehearsals and productions, a team of 10 teachers, and nearly 200 students enrolled into multiple programs. As well as personally assisting Josephine Lancuba in building person brand through editing podcast, photoshoots, managing seminars on the back end, etc.

Responsibilities:

- Engaging with new enquires and doubling total number of subscribed clients in 9 months, with some enrolment seasons bringing in over 3,000 enquiries within a couple of months.
- Maintaining daily clear communication about various ongoing and future events with nearly 200 clients through different channels (emails, texts, calls, Facebook groups, etc.)
- Managing content curation for 2x Instagram and Facebook pages. Grew the engagement with one account by 2000% within the first week through implementing Instagram Reels. Doubled Facebook following on Musical Makers Club Facebook page since starting.
- Editing and mastering audio for weekly podcast episodes for *Business, Arts and All That Jazz*. As well as editing videos and promotional photos and materials for the podcast.
- Designing almost all graphic content distributed. From Facebook video ads, to album covers, YouTube Intros/Outros, to student handbooks, event posters, media campaigns, etc.
- Photographing, video recording, and editing musical theatre stage productions.
- Managing a team of over 10 teachers with day-to-day activities, scheduling, events, reminders, and social media campaigns.
- Managing 8 regularly hired venues and 2 theatre venues. Plus, researching into new prospective areas, rehearsal spaces, and theatres. Currently aided in the launch of 2 new successful regular club locations.
- Data entry, management, and collection for costumers, subscribers, students and teachers.
- Managing sales, purchasing, refunds, inventory, and shipping.

Real Clicks: Online Marketing Agency

May 2020 - Current

Freelance, Photo and Video Content Developer

Responsibilities:

- Editing 15s, 20s, and 30s stock footage ads for *Men's Health Clinic*.
- Videographer and editor for a 5-min interview, sectioned it into social media ads for *Real Clicks*.
- Individual & team Portrait Photography for a dental clinic; along with videography and editing of a 2-min website ad for *Dental Avenue*.
- Camera, sound and light operator for B-Roll / Assisting in a 3-day shoot at *Sydney Grammar School*.

J2 Group Lead Generation Agency

September 2020

Freelance

Shooting and editing a 2-min testimonial with subtitles.

UNSW – Biotechnology and Biomolecular Sciences**August 2019 – February 2020***Casual, Video Editor*

Editing 184 videos of 2-min experiments. Each video included cutting through 8 different camera angles to follow the eyeline of a canine in a cage.

Filmotion Productions*Internship**Part-time, Office and Media Assistant***July 2017 – November 2017****November 2017 – March 2018**

Responsibilities:

- Camera, Light and Sound operator / Assistance
- Video Editor
- Sound Syncing and Editing
- Photoshop photos
- Scheduling shoots and interstate travel itineraries
- Organizing filing systems and sorting paperwork
- Answering emails, and writing up quotes

Angelo's Traditional Pizza and Ribs Padstow**June 2017 – June 2018***Casual, Waitress/Cashier/Pizza Maker (Opening till closing)***EDUCATION****The University of New South Wales**

February 2016 – December 2020

Bachelor of Media (Screen and Sound Production)

The University of New South Wales Foundation Studies

August – December 2015

Transition Program (Physics Sciences Stream)

Rawdat Al Fayhaa Secondary School

2015

Lebanese Baccalaureate (General Sciences Stream)