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What do I do:

I lead the production team which may comprise of production coordinators, assistant production coordinators, travel and accommodation co-ordinator, shipping co-ordinator, production secretaries and production runners/assistants.

I am responsible for the day-to-day logistics of a film or TV drama production. Based both on set and in the office, they have a good working knowledge of the production process and liaise with heads of department to ensure a shoot goes smoothly.

I help the line producer find crew for the whole length of the production as well as bringing in people for the day. They direct their team to arrange the necessary recruitment paperwork and manage the overtime requirements of each department, approving requests and signing off timesheets.

I am heavily involved in buying in kit for the shoot, such as lighting and cameras. They also sort out catering and vehicles. After getting quotes, they report on costs to the line producer, then order in what is approved.

I sign off invoices when they have been processed by the accounts department and close the book.

Qualification Profile:

Results-oriented Freelance **Production Manager, Production Coordinator and Head Model Booker** with exposure to Film production management, marketing, client relationship management, customer service, Coordination with film crew staff, Producing Model Bookings and Manage Film- set, Events and Promotions.

- Prioritisation: knowing what requires immediate attention and finding quick solutions to enable the smooth running of a production, adapting to a fast-paced, changing environment
- Negotiation: confident at negotiating and managing a wide range of deals and contracts, ensuring everyone understands what needs to happen, when and why
- Awareness of law: managing health and safety, data protection legislation, contractual rights, compliance and copyright requirements, ensuring paperwork is in order. (Most production companies have a business and legal team to support the production team with this.)
- Technology: keep informed of new technologies and advancements and identify the most efficient and cost-effective ways of working, good working knowledge of Word and Excel
- Interpersonal relations: being approachable and good at managing people, looking after the welfare of people working on the production
- Financial management: managing a budget and approving invoices

Delegation – distributing tasks amongst the production team

- Knowledgeable about the industry and understand the inner workings of the modeling culture.
- Exceptional leadership abilities concerning Corporate Events/Promotions/Fashion shows/ Photoshoot/ TVC/Casting.
- Exceptional organizational and time management skills with attention to details when communicating to client and Model/ Promoter.
- Strong principles, practices to work without supervision and creative problem solving.
- Putting in production orders, responding to emails and phone calls, organizing production paperwork such as call sheets, shoot schedules, shooting permits, insurances and even visas.
- Ensuring all schedules are published to the crew and talent. Sometimes, arranges transportation for the crew.
- Responsible for working in the production office for administrative tasks for a production company.
- Coordinate and manage a team of production assistants and assign them more menial tasks during production.
- Responsible to produce events from conception through to completion. Events include:
 1. exhibitions and fairs;
 2. festivals;
 3. conferences;
 4. promotions and product launches;
 5. social events.

Most Recent Projects:

KSA – Lucid Motors

KSA – Saudia Airlines Library Shoot

Local: UAE

Live show Karate Combat, Costa Cruise Advertisement c/ Laiguana, MTV Tatsuya Kitani for Jujutsu Kaizen - Sony Music Tokyo, Desafio Dubai Gameshow, Hyundai TVC, PSN Filipino Ad, TIA Babe MTV, SNC Lavalin Ads, ADNOC Distribution Corporate Videos, Games Hub Deira City Centre Ad, Yas Mall Ad, Emirates Airlines Ad, Mountain Dew x Salman Khan Ad, The One Planet Ad, ALDAR Alreeman, Mirdif City Centre Ad, Aldar x Pharell Williams Ad, ADCB Ads, Kris Fade x Yas Mall Ad, Love or Money Movie, Chevrolet Ad, Masdar Ad, Mashreq Ad, Tasneem Elaidy MTV, Dubai Tourism, Sony Music, Independent Productions Lebanon, Samsung, and etc.

Professional Experience:

Gaia Modeling and Events FZ

July 1, 2015 - 2019

Cluster G, JLT, DMCC

Head Model Booker (Sales) – Modeling, Events and Promotion Department

- Drives new business through phone calls, email, social media and networking
- Maintains, developing relationships and worked closely with the producer, director and production team with talent, casting directors and clients.
- Attend and time production rehearsals/ pre-production.
- Attend and co-ordinate planning meetings.
- Check copyright and permission issues.
- Ensure royalties are paid for additional images, music or footage used.
- Deal with talents' payments and expenses.
- Produce budgets, monitor costs and control expenses.
- Oversee the timing during a shoot.
- Ensure continuity, both on location and in the studio.
- Keep accurate shot lists, especially for photoshoot productions.
- Produce timing schedules, shot lists and logs for post-production. Call sheet.
- Book models and production crew.
- Organize the production and distribution of the script/ call sheet.
- Book catering, accommodation, equipment and flights for performers and crew.
- Manage contracts with external organizations.
- Conduct research; complete all necessary paperwork in relation to the above tasks
- Service and produce the following solutions to our clientele: events, public relations, model hire, photo shoots, TV's, fashions shows, exhibitions, and promotions
- Organizing promotions - dealing with clients, outlets, section managers, preparing permissions and related documents.
- Supervising and monitoring all personnel during promotion and events.
- Recruiting, training and supervising new bookers
- Pre and post-production management: Brainstorming through to editing
- Client servicing
- Client feedback analysis and retention
- Business development – scouting merchandisers and new clients
- Database/ website management
- Handling front desk and accounts when needed
- Assisting Managing Director with major accounts and miscellaneous duties such as managing their schedule

Clientele List:

Abu Dhabi Aviation; Armada Events; ATO Company-KW; Azizi Development; Bend Studio; Birdie Communications; Aramex; BMC Gulf; BYeVe Fashion; Chez Charles; CinCin; Damian Bao Productions Intl.; Dice ME; Dina Berhanu; Dubai Parks and Resorts; Dynamic Vision International; E.G.V. 1 Airshow; Emdees PTE Ltd; Eurotech; Event360; Film District Production; Friesian Stallion General Trading; GSK; Hunting International; Hyku Photography; Imperial; Jumbo Electronics; KHF Automotive; Lakrids; Light house Studio; Magnet Production; MAPEI; Murat Guven; Namshi; Nayomi – KOJ; Peroni; Rapid Fire Events ; RGB Studio; R is e Emaar ; R oom Five Cr eative; R uth's Chr is ; Seven Seas P Ltd; Shadow PP; Show - Art Production; Stereo Arcade; Sweet Water; W Motors; Shrt Al Bssma – OMAN; Meeras; Show Force; Al Wasl Advertising; Informa; Make-up Forever; Outloud Media; Pink Salt Fashion; Sandbox Creative; BAT

Grosvenor Business Tower TECOM

Model Booker (Sales) – Mainly in Events and Promotion Department

- Researching markets to identify opportunities for Events/ Promotions;
- producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets); agreeing to, and managing a budget
- able to complete a wide range of activities requiring clear communication, excellent organizational skills and attention to detail.
- knowledge in applying legal permits and passes needed for events and or for promotions (e.g. instore promotion; duty free promotion; road show)
- post-event evaluation (including data entry and analysis and producing reports for event stakeholders).
- ability to meet multiple concurrent deadlines.
- Liaising with clients to ascertain their precise event requirements;
- Contributes to budget development; contributes to revenue growth opportunities and ensures timely, accurate invoice processing and cost-effective expense management.
- Supervised production of events – Worked with event sponsors and internal/external teams on all aspects of planning the event.
- Planned the event/ Promotion and produced the event materials and accessories.
- Delegate necessary tasks
- Oversee the implementation of the event and oversee promoters/ hostesses.

Clientele List:

Europa organisation; MAPEI; Al Wasl Advertising; Americana; LG; Capgemini; Ferrero; Opel; Dejavu; Robot and Sparks; Gulf News; Michelle baelau; Jumbo Electronics; Memac Ogilvy Bahrain; Brown and Forman; Whiz Media; Dubai Media Inc.; Capital D Studio; Dadu Luxe; Steroid; Glitz Modelling and Productions; DAMAS; YSL Perfumes and Cosmetics; LOREAL; Phoenix Films; Empire Prestige; Spark Bay; Muddville; IMPERIAL; Independent Productions Lebanon; Samsung; Unilever; Guerlain; ID Works; Almaya Group; Levant Group; Nayomi; Komal Osman Jamjoom Group LLC; GR Concept; British American Tobacco; NTDE; Hendrick's Gin; Mountain Dew; Badoit; Intercell; Huwawei; Euro Star Group; Merchant Star; Marketing Eye; Forbes Middle East; Fortune Promo 7; w- Studio; Rolling Thunder; Fahrenheit Films; RAK Properties; Rising Radical; LeoComm; Microtel FZCO; Buzzman; Royal Orchid; Falcom Media LLC; Arte Madrid; Landmark Group; Norbain; Eventique; Hug Digital; Classic Fine Foods Emirates LLC; Uranio; Outloud Media; Yellow Management; Adventure HQ; Khalid Luxury Souq; Promolink; Magnet; Bloomingdales; Hour Choice; Paris Hilton; SAADIYAT AUH; EMAAR; Manazel AUH and ectera.

Babel Event Management**2009 - December 2011**

Al Barsha, Dubai UAE

Assistant Event Organizer

- Attend planning meetings with directors.
- Help create and manage event timelines and budgets.
- Maintain accurate and up-to-date records and files for all event management projects.
- Maintain current information in databases for business contacts, donors, vendors, sponsors, and guests.
- Help create proposals, contracts, and invoices for sponsors and vendors. Manage proposals and sponsor tracking.
- Provide research support and completes tasks required for event preparation.
- Help manage design and production for printed materials, brochures, signage and other marketing pieces.

Education:

Tertiary 2004 – 2007 Nueva Ecija Doctors College Bachelor of Science in Nursing

Secondary 2000 – 2003 Dr. Gloria D. Lacson - Nueva Ecija

Personal Details:

Date of Birth: 8th November 1987

Nationality: Filipino

Religion: Roman Catholic

Languages: Fluent in English and Tagalog

Visa Status : Residence Visa (with NOC)

With Driving License and own car

Magazines/ Newspaper Feature:



Filipino Progress & Diversity



at the work place >



LOU BUNYI PAREJA
Hair Stylist – Teng Roma Salon
Dubai, Uae

My Job

I am now currently working as a hair stylist at Teng Roma Salon. Since Teng Roma is based in the Philippines, I also supervise the salon when he is not here in Dubai.

This is very challenging to me because I encounter different kinds of people with different personalities on a daily basis. I still very much feel like I'm growing, and learning new things everyday.

What I do

As a stylist, I sometimes get the opportunity to travel. I just recently went to the Philippines for a 5-day shoot. This is to promote Philippine tourism, with Maxine Medina as the model. Maxine will represent our country this coming Ms. Universe competition 2016.

Sometimes, I don't feel like I'm "working" because I enjoy what I do. I used to model before, and even competed in Paris for The Look of the Year modeling competition. That experience gave me the confidence to pursue my career to teach how to do the catwalk. I also have a business partner back in Manila - Patty Betita. She teaches personality development, while I teach basic makeup. Our clients were mostly hotel staff, bank employees, etc.

Leading workshops is always a fun experience for me. The most memorable one was when I conducted a seminar for breast cancer survivors. My goal then was to show them that despite the ravages of cancer treatment, they can still look good and feel good if they truly wanted to. They were very appreciative and cooperative.

My message to my fellow Filipinos

To all the Filipinos out there: don't just settle for what you have now. Try to explore and see what the future has in store for you. Show your talent and enjoy life!



ENGELICA YANIG · PELAEZ
Head Model Booker – Gaia Modelling
and Events FZ
Dubai, UAE

My Job

I am a Head Model Booker at Gaia Modelling and Events. I came here in Dubai 8 years

ago fresh from college. AI started out as a promoter, assistant model booker, got promoted to a model booker and finally, a head model booker. I am lucky I get to experience each and every stages. I must say, the struggles are real.

As a Head Model Booker, my responsibility includes the refinery of every little detail to exceed the client's expectation. From the client meetings – job confirmation, casting – booking, to implementation. The pressure of being on top of every job is extreme as I am the face that represents our company in every project I manage.

My typical work day

My typical Model Booker life always starts with a professional look-through for walk-in clients and aspiring models. Daily social media updates also fall under my responsibility. I also do a ton of portfolio screening and talent scouting and or giving advice to aspirants on what kind of images they should and should not send to a model agency. I am also responsible for looking into job enquiries. Every once in a while,

I attending some workshops to enhance my skills and expand my network. Lastly, I always end my day with some quality time with my family at home.

My message to my fellow Filipinos

Follow your heart and choose what you think will be more substantial and beneficial for you in the future. Find a job that you absolutely love, and I guarantee you that you will never work a day in your life.



THE MEDICAL BOOST

Delegation shares recent advances to attract medical tourists to the country.

Dubai, UAE (October 9, 2016) – The Medical City (TMC), a private tertiary hospital in the Philippines, will come to make advancements in its health services in a move to boost the country's medical tourism.

At a press briefing on Medical Tourism the Philippines held at Millennium Hotel, the delegation from TMC presented innovative healthcare services such as Robotics Surgery, Human and Cell-based Therapy Program, Treatment for Scars that are available the increasing number of tourists medical treatment and procedure country.

The delegation from the Philippines include Dr. Cenon Alfonso, an expert surgeon and the CEO of TMC; Dr. Julius Cajucom, Urologist and head of the Robotics Surgery Program; Dr. Mercedes C. Cruz, Dermatologist; Head of Laser Unit, Centre for Women and Aesthetics and Dr. Samuel D. Consultant, Institute of Personalized Molecular Medicine (IPMM), The Medical City. The event was also graced by Consul General Paul Raymond Co and the Philippine Consul General and the Northern Emirates, Jose Gonzales – TMC CEO for Europe, East and Africa, and Margaret Bel Managing Director for Global Business Development & CEO of Guam Reg Medical City.

According to Dr. Alfonso, the target TMC is not only to be on top in terms of provisions but on providing value health as well. "We are not only talking about short-term cost but long-term of health care."

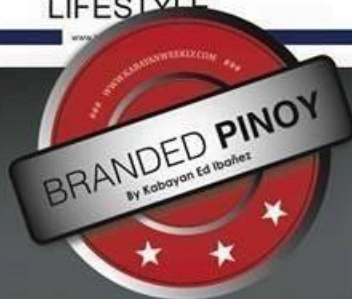
Just Tell Me

By Hannah Drilon

I passed by your side, you saw me
And then that smile of yours began to falter slowly
Our eyes have met, but you looked away
I don't know what to say, now I feel empty
I am so unaware of what you feel
It's weird though, so surreal

If it is you my heart says,
Why do I feel this way?
What if you leave me broken and pieces apart,
Will you come back, and mend it for me?
I wonder, will you be the one
Who will never fool me or break me?
Will you love me no matter what?
Will you promise to never break my heart?

Love is a foolish thing,
It wants what it wants, it gives and it takes
And has always been a part of our fate
Yet now, it's something hard to grasp
And to keep on going, is for us becoming a hard task
I can't comprehend what's going on
I need a second glimpse to see if I am strong
Strong enough to let you know
That you are all and all I need for my tomorrow



Age : 29

Height: 5' 4"

Current Location: Dubai

Phil. Hometown: San Leonardo, Nueva Ecija

Hobbies: Singing, playing guitar, longboarding,
wall climbing and skimboarding

Job: Head Model Booker at Gaia Modelling and Events

Engelica Pelaez

Own genuine way that make sense

CONFIDENCE does not necessarily mean that you all have the accessories in your body, but it is the way you carry yourself and reach out to others. Meet Engelica, our Branded Pinoy this week who loves helping others in confidence.

labor of love in each piece they have created. I like the knitted, embroidered and handcrafted clothes. Brand doesn't matter, fashion is just a trend that you buy, it's your own genuine way that make sense.



Reel Cinemas

28 Mar at 17:07 •

Delicious and elegant! Great picture Engel Pelaez, looks like a delightful #MyPlatinumExperience!

إنها صورة مذهلة، لذيذة وأنيقة! ماي_ پلاتینم اِکسپیرینس!

See Translation

