

Meeri de Oliveira - +351 912 349 586

Native **Portuguese**, **Finnish**, Fluent **English** Proficient **Spanish**, Beginner **French**

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Professional Experience

Marketing Coordinator - AG Videos, Portugal

(February 2019 - Present)

- Creating email templates for individual industries.
- Targeting leads and creating company contact lists.
- Contacting prospective clients in Ontario region by personalized cold-email.
- Researching marketing strategies and creating editorial schedules.
- Assisting and consulting executive producer with marketing strategies.
- Attending business networking events representing the company.

Production Manager/Assistant Fixer - The Lisbon Fixers, Portugal

(November 2018 - Present)

- Coordinating pre-productions and events for international clients shooting in Portugal.
- Hiring local crew members and renting necessary equipment for production.
- Location scouting and pre-production recce on behalf of clients.
- Sorting logistics and budgets with local venues, entities, etc.
- Arranging and coordinating casting on behalf of client.
- Assisting during production as local producer/fixer.
- Translating on behalf of clients pre, during and post production.

Founder & Producer - Chameleon Code Films, Portugal

(December 2017 - Present)

- Creating marketing content for web and social platforms for small companies.
- Sourcing voice artists for business presentations, internal case studies and promos.
- Conducting material and copyright research on behalf of other companies.
- Consulting on social media marketing strategies.

Assistant to Producer - Esperanza Productions, Paramount Studios, Los Angeles

(October 2016 - August 2017)

- Working in a professional studio environment with highly esteemed producers and filmmakers.
- Key Set Production Assistant, B-Roll videographer, post production assistant and teaser editor.
- Running office errands and assisting producers in daily administrative work and coordination.
- Conducting research and marketing strategies for executive producer.
- Facilitating script coverage and development for both TV series and feature films.
- Creating shooting schedules, budgets and acquiring permits.
- Finding locations and managing scouts.

- Managing interns and hiring crew for productions.
- Arranging and coordinating meet-and-greets, production meetings and castings.

Photography Assistant - Penthouse Photography Studios, Los Angeles

(March 2016 - October 2016)

- Running administrative errands, coordinating and managing shoots.
- Managing set design and creating backdrops for photoshoots and fashion videos.
- Camera assistant and secondary photographer for product and fashion shoots.
- Production assistant, steaming clothes, dressing models and adjusting props.

Head of Admissions and Media Coordinator - Horizons University, Paris, France

(September 2013 - December 2013)

- Contacting prospective students - Communication, organisation and administrative skills.
- Producing, shooting and editing promotional films.

Customer Relations Manager - Blue Link International Prague, Czech Republic

(October 2012 - August 2013)

- Communicating with difficult customers, under pressure with exceptional customer service.
- Facilitating customer needs and managing problems in a timely fashion.

Freelancing (2013 - 2018)

- **Fixer & Casting Director** - "Collegiate" Promotional - Chrome Productions UK - Web (2018)
- **Production Coordinator/Key PA** - "Legendary Locations" - Travel Channel - TV (2018)
- **B-Roll Videographer** - "Casa do Valle" - TV Record - TV (2017)
- **Production Assistant** - "The Hunt For Frank" - Webseries Pilot (2017)
- **Production Manager** - "The Grey Area" - Short (2017)
- **Producer & Production Design** - "Budz!" - Webseries (2017)
- **BTS - Set Photographer & Videographer** - "PK" - Short (2017)
- **Producer & Writer** - "Rotten Grapes" - Short - (2017)
- **Producer** - "Sheeps, Goats & Cows" - Short - (2016)
- **Producer & Editor** - "Ballet All The Way" - Short - (2016)
- **Producer, Creative Director & Editor** "Sophrosyne" - Short - (2016)
- **Production Design Assistant** - "Driven to This" - Short - (2016)
- **Production Assistant** - "Tracking" - Short - (2016)
- **Production Design Assistant** - "Ali" - Short - (2016)
- **Production Assistant & Production Design** - "Dancing With My Heart" - Short - (2016)
- **Production Manager** - "Y2K" - Short - (2015)
- **Production Design, 2nd Camera & Editor** - "Italian Surprise" - Episodic Shorts - (2015)
- **Videographer & Editor** - "TrendyERA" - Fashion blog - Interviews and events
- **Visual Editor** - "Funny Life" - Short - (2014)

- **Associate Producer & Key Production Assistant** - "Silent Autumn" - Short - (2013)
- **Videographer & Editor** - Casa do Valle - Promotional videos - (2013 - 2018)

Education:

January 2014 - September 2016 - BFA Acting for Film - New York Film Academy, Los Angeles USA

September 2011 - May 2012 - Diploma Acting for Film - Prague Film School, Prague CZ

Graduate 2010 - International Baccalaureate - St. Dominic's International School - Lisbon, Portugal