



JEANINE DUSABE

Spedag Intefreight**Rwanda Ltd .**

Kigali -Rwanda

November-2013

March-2017

Human Resources Assistant

Managed 55 employees paper work

like leave forms ,

employees contracts , client's contracts

, job

application forms and beyond .

Answered and Directed at least 30

outbound and

inbound phone calls per day .

Assisted with meetings and

presentations twice a week

with company .

Performed various administrative

functions including

filing paper work ,delivering mail

,sorting mail .

Delivered friendly assistance with new

hires throughout

the interviewing and hiring process .

POSE FILMS

Kigali -Rwanda

September-2017

Currently

1st Assistant Director | Part time |

Prepared daily sheets ,checking cast and crew .

Maintained order on set by making sure that talents are

on the floor when needed by the Director .

Part of the job was breaking down the script into a shot

by shot storyboard.

Provided regular reports about the shoot .

Made sure that all equipments are ready on set,

batteries are charged ,lens are clean.

Prepared shooting schedule by arranging all shots and

scenes in order as requested by the director.

Africa Digital Media Institute

Nairobi-Kenya

Production Designer /Camera Operator

Worked as The Production Designer for "The Best Policy " short film which was a class project .the production had at least16 people.

Created the look and mood of the film

Styled 5 cast member and did their make up as per script.

Worked as a camera operator for "Me , I know " project .

the production had 20people.

Worked as member of the production unit.

Worked as a camera operator for the school graduation ceremony .

Worked as Model for the school photo shoot.

Named as Director of Photography for my coming class Project.

EDUCATION

**Groups scolaire St History -Economy -Geography
Francois d'Assise**

2010

**Kampala International BBA -Human Resources
Managements
University**

Kampala Uganda

2013

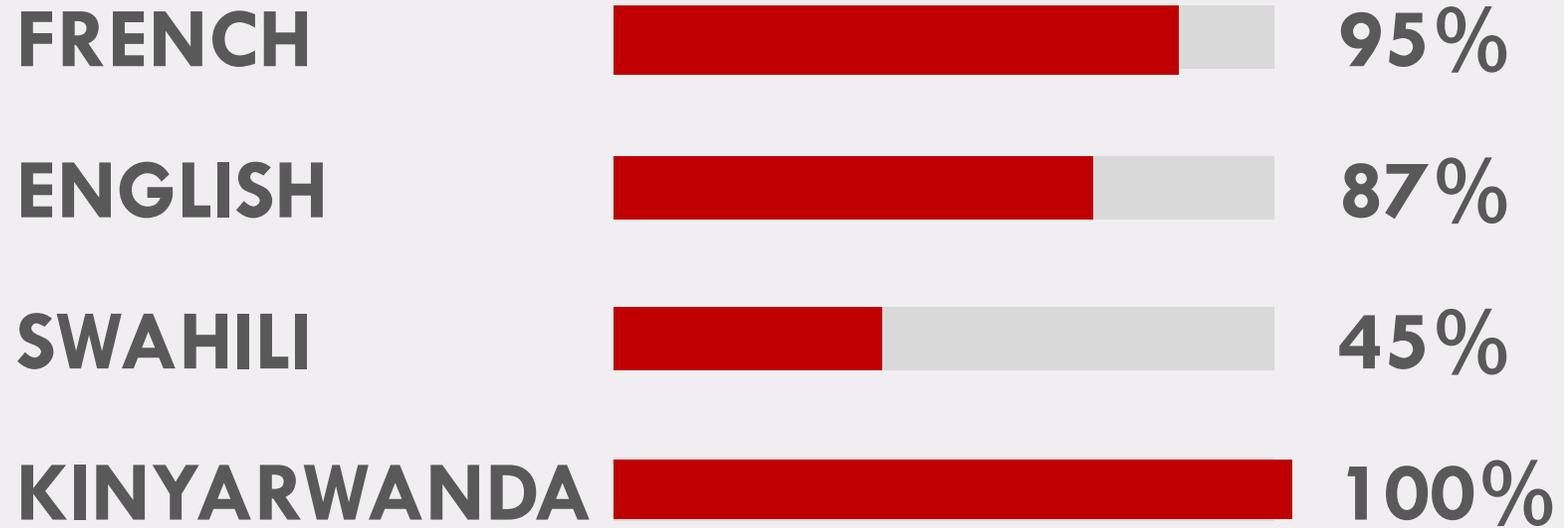
**Africa Digital Media Film and TV production
Institute**

Nairobi-Kenya

Currently

LANGUAGES

LANGUAGES



SKILLS

SKILLS





ABOUT ME

Growing up I have always loved African stories and the creative world in general .as a female cinematographer my vision is to create my own stories through film and share my perspective as an African artist.

Projects

Produced and Directed my personal project about an aspiring Rwandan fashion designer and documented his brand "Moshions "

Directed a project called "feeling good " where i captured Beauty and Nature

GET IN TOUCH

CONTACTS

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CONTACT