



SAMANTHA PELTERET

**PROJECTS & PRODUCTION COORDINATOR –
FILM / TV / EVENTS**

PROFILE

Samantha is a highly motivated and diligent individual, who is creatively minded and has an enthusiasm for learning new things. She is eager and willing to learn and develop personal and applied skills in a practical setting.

Sam, a 2024 TPIMEA Award Winner, is a hardworking woman who is always on the move, always pushing herself to strive for improvement and keen to learn more. Her bubbly personality and positive attitude make her a wonderful co-worker and a delight to have on a project.

CONTACT

PHONE NUMBER:
+971 50 954 9764

EMAIL ADDRESS:
sjpelteret@gmail.com

WEBSITE:
[sjpelteret@gmail.com](https://www.linkedin.com/in/samantha-pelteret-99bb82129/)

LINKEDIN:
<https://www.linkedin.com/in/samantha-pelteret-99bb82129/>

HOBBIES & INTERESTS

Movies
Swimming
Music
Digital Design
Figure Skating
Traveling

WORK EXPERIENCE

Creative Technology Middle East

[Project Coordinator – Live Events & System Integration]

June 2022 – present

[Coordinate end-to-end project logistics including crew planning, documentation and accreditation, travel arrangements, permits, and vehicle access across local and international venues]
[Handle procurement and vendor coordination by raising Purchase Orders, onboarding suppliers, and ensuring timely payments and deliveries in collaboration with Finance and Operations teams]
[Maintain project visibility through detailed tracking systems and ensured effective internal communication between Project Managers, HOD's, and Sales, HR, Finance teams]

Flash Entertainment: Dubai Expo2020

[Compound Coordinator – DMA Stage]

September 2021 – April 2022

[Assisted in management of Production Office & Green Rooms in Compound & BOH]
[Assisted with Artist Movements between the Stage, BOH, Compound & other locations]

Sanktuary Films: Kyknet / ShowMax Short Film

[Co-Producer]

March 2021 – June 2021

[Co-Produced a Silwerskerm Short Film commissioned by Kyknet & ShowMax]
[Organised Crew, Cast, Locations, Gear, Vehicles & Equipment]
[Managed Cash Flow of all Petty Cash]
[Planned Travel Itineraries, Flights, Accommodation & Movement Orders]

Various Film/TV Production Companies: TV Commercials, Music Videos & Short Films

[Production Coordinator]

January 2017 – February 2021

[Organised Crew, Cast, Locations, Gear, Vehicles & Equipment]
[Managed Cash Flow of all Petty Cash]
[Planned Travel Itineraries, Flights, Accommodation & Movement Orders]

Natural Medicine Centre

[Social Media Manager]

May 2020 – August 2021

[Created, Scheduled and Managed weekly posts for Instagram & Facebook]

EDUCATION

AFDA Film School

2016 – 2018

[BA in Motion Picture Medium, Major: Film Producing]
[Achieved *Cum Laude* & Undergraduate Valedictorian]

Rustenburg Girls High School

2011 – 2015

[Matric NSC's – Bachelor's Pass Achieved]

SKILLS & COMPETENCIES

Computer Skills (Mac & PC)
Honest & Trustworthy
Organisational & Interpersonal Skills
Fluent in English & Conversational Afrikaans
Hardworking & Dependable
Positive, Proactive & Works Well Under Pressure