



MONIQUE ROBERTSON

EXECUTIVE PRODUCER:

- * Wrote pitches, scripts & collaborated on concepts with Creative Directors. Heavy agency & client liaison.
- * Produced all projects from pre-production, managing shoots, directing edits & supervising 3D/AE graphics
- * Managed all budgets & improved company's bottom-line. Generated contracts for client's & staff.
- * Strategized company's direction & growth, hired agents & staff, improved company's visibility

<u>Dress Code NY Inc.</u>	IBM, CAPRI SUN, AIGA, TYKERB	2014
<u>Adolescent, Inc.</u>	HBO, SCI-FI, COMCAST, NY TIMES, NICKELODEON, 2007-09 & 2014 CARTOON NETWORK, DISCOVERY, CMT, OXYGEN, FXX, MTV, VH1, FUSE, SVT, GOLF, THE-N, IDN, GHOST ROBOT	

POST PRODUCER:

- * Budgeted, scheduled & managed projects for TV broadcast, commercials, promos, concerts & digital projects
- * Hired freelance staff with experience in Cinema 4D, Maya, 3DMax, AE, RealFlow, Dynamics, etc
- * Directed graphics, edit, VO & audio mixes. Ensured timely delivery of all elements with multiple tech specs

<u>McCann Worldwide /Craft</u>	GENERAL MILLS, WIN10, CLOUD, INVOKANA	2015
<u>Cheshire Films</u>	LA PRAIRIE, FRESH	2015
<u>Quietman/FCB Garfinkel</u>	FISHER-PRICE	2014
<u>R&D Media</u>	MATCH.COM, PRO-DAY	2013 & 2014
<u>Havas Worldwide /Bluestar</u>	ALL, TUDORZA, AMRIX, LYXUMIA	2013 & 2014
<u>VSA Partners</u>	'IBM 1,3,9 DIGITAL SHORTS'	2013
<u>The Mill</u>	SEARS/DYSON	2013
<u>Juniper Jones</u>	DIGITAS	2013
<u>DECON</u>	NFL/VISA, VH1, EVADO, iHEART RADIO	2012 -2013
<u>Organic</u>	INTEL, PEPSI	2012
<u>Pipeline PS</u>	GENENTECH ROCHE	2012
<u>1ST Avenue Machine</u>	HTC, HONDA	2011
<u>Draft FCB</u>	SPIRIVA, DALCETRAPIB, RELPAX, ILARIS, FLUMIST	2011
<u>Mechanism Digital</u>	GENENTECH ROCHE	2011
<u>321 Launch</u>	ARNOLD, BBDO, DDB	2010
<u>Loyalkaspar</u>	SHAKIRA WORLD TOUR - 'SALE EL SOL'	2010
<u>JWTwo (J Walter Thompson)</u>	MACY'S, ZYRTEC, JET BLUE, MARINES.COM	2009
<u>The Brand Gallery</u>	SHOWTIME, HGTV, COMCAST, HEARST-ARGYLE	2007
<u>nVision</u>	TOMMY HILFIGER	2002
<u>Asia Sport Television</u>	'ASIA SPORTS SHOW'	1997
<u>FOX /XYZ Entertainment</u>	DISCOVERY & ARENA Channels	1998 -1999
<u>STAR TV (FOX)</u>	On-Air Promotions for Star Plus	1996 -1998

LINE PRODUCER:

- * Produced shoots with local & international crews for TV, commercials, documentaries, film, web & print
- * Broke down scripts & treatments into AICP, Movie Magic, Showbiz & Excel budgets up to \$10 million
- * Managed budgets, cost-to-complete reports, monthly projections, finalised actuals & processed payroll
- * Supervised shoots, hired & handled up to 200 talent, 85 crew, 3 cameras in multiple locations.
- * Worked with vendors, SAG, Actor's Equity & crew unions to negotiate rates & fulfill requirements

<u>Cheshire Films</u>	LA PRAIRIE	2015
<u>AMICI Productions</u>	'MAKING SPACE'	2013
<u>Black Helicopter/Dick Clark Productions</u>	'JIM ROME ON SHOWTIME'	2012
<u>Valins & Co</u>	BANANA REPUBLIC /ASPCA	2012

<u>Pipeline PS</u>	CATALYST AWARDS	2012
<u>The Food Group</u>	SYSCO	2011 & 2012
<u>Dead As We Know It</u>	PROXIMO SPIRITS	2011
<u>Euro RSCG /Loyalkaspar /Showtime</u>	'PAUL & MIRA SORVINO JOURNEY' & DEXTER	2010
<u>GE /Beeby, Clark + Meyler</u>	'WINTER OLYMPICS	2010
<u>Brain /Tango /Harold Group</u>	ING - 'PIGGYBANK'	2009
<u>GE /Beeby, Clark + Meyler</u>	'ECOMAGINATION'	2007
<u>Discovery Channel /Impossible Pictures</u>	'DISASTERS - SOLAR STORM'	2005
<u>Granada TV /Atlantic TV</u>	'INSIDE FRANK SINATRA'S COFFIN'	2004
<u>Four Lane Highway LLC</u>	'FOUR LANE HIGHWAY'	2003
<u>The Firm</u>	'NO MORE SECRETS'	2002
<u>Cartoon Network/ Toast Media</u>	'ELEC-TOON'	2001
<u>ABC TV /Burberry Productions</u>	'CHANGI' * AFI Award	2000
<u>ABC TV</u>	'THE FARM'	2000

PRODUCTION SUPERVISOR:

- * Broke down scripts, allocated & maintained budgets for each department
- * Cleared photos, documents, artwork, music & managed rights
- * Supervised recreation shoots, negotiated with vendors, hired staff & facilitated post

<u>National Geographic /Hidden Treasures</u>	'SECRETS OF MARY MAGDALENE'	2006
<u>American Public TV /Hidden Treasures</u>	'SECRETS OF THE OCCULT' Parts 1 & 2	2006
<u>Columbia Tristar Pictures</u>	'F.E.A.R.ing'	2001
<u>Outloud Communications</u>	LAND ROVER DISCOVERY & ALCATEL	1999 -2000
<u>STAR MOVIES (FOX)</u>	Weekly show, Behind-The-Scenes, Interstitials, Promos	1994 -1996

PRODUCTION MANAGER /UPM:

- * Negotiated fees with vendors & locations, hired equipment, organized transportation & accommodations
- * Hired & managed cast & crew, completed contracts, organized payroll, insurance & facilitated shoot & post
- * Maintained production schedule, prepared call sheets & daily production reports

<u>Harry Belafonte /Jim Brown Productions</u>	'GATHERING OF THE ELDERS'	2005
<u>Faudon Movies</u>	'UTE LEMPER AT CARLYLE HOTEL'	2005
<u>Big Shot Films</u>	'LOS DISINFECTIVOS'	2002
<u>Southern Star Endemol</u>	'BIG BROTHER' I & II	2001 & 2002
<u>NBC /NBA Entertainment</u>	GOODWILL GAMES	2001
<u>Left Foot Productions</u>	'CALLING GERRY MOLLOY' * AFI Award	2001
<u>NBC /NBA Entertainment</u>	SYDNEY OLYMPICS	2000
<u>NBC /NBA Entertainment</u>	'INSIDE STUFF'	2000
<u>Discovery Channel /Essential TV</u>	'QUEST FOR GOLD'	2000
<u>Discovery Channel /Cortina Productions</u>	'FITeam POWER HOUR'	1999
<u>Gas Films</u>	HEINEKEN	1998

