Monica Hyde

Production Coordinator

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Education

Charles Sturt University, 2018
Bachelor of Communcation (Media Practice) with Distinction
Executive Dean's List 2016

Metro Screen, 2013
Production Management Course

Experience

Freelance, June 2016 - present
While completing my B. Communication via distance education, I have been working as a free-lancer in Sydney in between visits to San Francisco. This has allowed me to broaden my skillset while dabbling in both short and long form production. Key projects include:

Project	Year	Prod. Company	Supervisor	Role
Bonds Christmas Content Video	2018	Prodigious	Snr Producer: Luisa Peters	Production Manager
Lazy Bear 'Bundy Smugglers' Content	2018	Leo Burnett	Producer: Maddison Costello	Production Coord
Advocate 'Rest Easy' TVC	2018	Prodigious	Producer: Cate Hartmann	Production Coord
Kellogg's Amazing Creations TVC	2018	Hogarth Australia	EP: Ben Flaxman	Production Coord
Various Woolworths TVC Rebrand	2017	Resolution Design	EP: Christine Koole	Post Production Mgr
The School (Feature Film)	2017	The School Movie	Line Prod: Cathy Flannery Prod Coord: Ana Jimenez	Production Assistant
Macquarie University Course Videos	2017	Prodigious	Producer: Georgia Mappin	Field Producer
Cadbury Favourties Cinemagraphs	2016	Prodigious	EP: Tim Pietranski	Content Producer
Canon Tutorial Video	2016	Prodigious	EP: Tim Pietranski	Content Producer
McDonalds McFlurry TVC	2016	Prodigious	EP: Tim Pietranski	Production Manager
Google 'Zee' Product Video	2016	Grumpy Sailor	EP/Director: Claire Evans	Production Manager
Toyota Camry Pick Up Shoot	2016	Rotor Studios	Producer: Elaine Roy	Production Manager
Wham Bam Thank You Maam (Series)	2016	WBTYM	Line Prod: Vanessa Brown Prod Coord: Ana Jimenez	Production Assistant

Rotor Studios, October 2011 - April 2016
My career in production started at Rotor Studios, a full-service content creation studio. I was originally hired as their receptionist, but I seized every learning opportunity to grow my production knowledge. After six months, I became the studio's first Facilities Coordinator and two years later I was promoted to Producer. As a Producer, I worked with local and international clients to deliver Live Action, VFX and CGI content in a variety of formats.

From initial brief through to final delivery, I was involved in every stage of production, including:
- Receiving and responding to job briefs
- Formulating schedules and budgets against the scope of projects
- Communicating technical and creative limitations or solutions to clients
- Briefing post production operators: editors, 3D generalists, compositors & motion graphic designers
- Booking resources, both internal and external
- Juggling project deadlines and priorities in conjunction with other producers
- Overseeing resource expenditure
- Liaising with direct marketing clients and agencies
- Managing the production process internally

Project	Year	Client	Director	Role
Toyota RAV4 "Flip It" TVC (CG)	2016	BWM Dentsu	Glenn Stewart	Producer
Toyota RAV4 Test Drive Videos	2016	TMCA	Glenn Fraser	Producer
Falken Tire "Gripping Stuff" TVC	2015	Falken Tire USA	Galvin Scott Davis & Dave Rubie	Producer
Mitsubishi Connect Concept Videos	2015	180LA	Scott Bradley	Producer
Drawcard - Tropfest Short Film	2015	N/A	Antonio Oreña Barlin	Producer
Toyota Camry Vehicle Tour	2015	TMCA	Scott Bradley	Producer
Toyota HiLux TVC Teaser (CG)	2015	Saatchi & Saatchi	Dave Rubie	Producer
Toyota Safety Videos (CG)	2015	TMCA	Dave Rubie	Producer
Toyota Kluger & Corolla Test Drive Videos	2014	TMCA	Glenn Fraser	Producer

Skills

Proficiencies:
- Mac OSX and PC operating systems
- Microsoft Word and Excel
- Apple Pages and Numbers
- Adobe Bridge and Lightroom

Basic proficiencies in Adobe Premiere Pro, InDesign, Photoshop, Illustrator and Audition

Equipment

Macbook Pro 13" with complete Adobe Creative Cloud and Microsoft Office

Canon 70D DSLR Camera

Interests

Travel, Photography, Watercolor Painting