

Monique T. Linder

956 S. McBride Ave. Los Angeles, CA 90022 ☎ Cell: 301.448.8412 ☎ Email: Monique.linder1@gmail.com

FILM

Assistant Director	2015	Bright – Me + You Productions
Assistant Director	2015	Reel Nightmare – Together Magic Films LLC
2 nd Assistant Director	2015	Midwife – Blake Salzman Production
2 nd Assistant Director	2015	Asomatous – Global Edge Productions
2 nd Assistant Director	2015	Buddy Solitaire - Buddy Solitaire LLC.
2 nd Assistant Director	2015	Losing It - American Film Institute
Production Coordinator	2011	Sanctioned to Die: Blood Games - Truth + Spirit Films LLC.

DOCUMENTARY

Post Production Assistant	2015	Saturday Night Live: The Exhibition - Cortina Productions
Researcher	2014	Hot Bench - Big Ticket Pictures
Video Producer/Editor	2004	Student Life Marketing - East Carolina University
Post Production Assistant	2004	The Washington Center for Internships - Red Eye Post Co.

TELEVISION/WEB-SERIES

Assistant Director	2015	Beauty or Bust – We Are Famous/AwesomeTV/Youtube
Art Production Assistant	2015	Three's A Crowd – Niguel Campbell Production

COMMERCIAL/MUSIC VIDEO

2 nd Assistant Director	2015	Goosebumps Haunted Screening – Scratch Creative/ABC Family
2 nd 2 nd Assistant Director	2015	Zales Pop Up Santa – Scratch Creative/ABC Family/Zales
2 nd 2 nd Assistant Director	2015	A Trak “We All Fall Down” – Victor Papa LLC.
Set Production Assistant	2014	Khadia “Showdown” – Independent Artist

COORDINATOR EXPERIENCE

Contract Coordinator 2014-2015 The Marcole Group
Reviewed and analyzed government contracts for tutoring services. Coordinated interdepartmental communication and general management of department files. Researched multiple school district contracts per staff inquiry. Reviewed and entered information into multiple database systems. Organized and maintained contract paperwork and details to ensure the completion of delivery deadlines, contract guidelines and communication across various departments.

Flight Attendant 2011-2014 Express Jet/Spirit Airlines
Provided customer service and safety procedure information to airline passengers to ensure safety and comfort. Led in the organization and execution of emergency procedures. Maintained compliance with Federal Aviation Administration and airline policies and procedures during flight.

Project Coordinator 2008-2011 Verizon Wireless
Led and supported the implementation of government client products and services of varying sizes and complexities. Audited purchase orders and contracts for accuracy and compliance per company and government standards. Maintained department and project files. Responded to staff inquiries. Submitted and processed escalations.

EDUCATION

2007 East Carolina University. Greenville, NC BS Communications/English Literature

SKILLS

Excel, Word, Call Sheets, Movie Magic Scheduling, Adobe Acrobat, Exhibit G, Talent/BG Release Documentation, Time Cards, Captioning, After Effects, Final Cut Pro, Photoshop