

# MONICA RAUSS-BICHO

PRODUCTION ASSISTANT &  
CASTING DIRECTOR



## PROFILE

As a production assistant and casting manager, I am skilled in coordinating and overseeing audiovisual productions. Rigorous and independent, I organize and prepare shoots, handle administrative tasks, and research and select actors and performers in accordance with the artistic and technical requirements of the production.

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Switzerland

## EDUCATION

- DIPLOMA IN COMMUNICATION SPECIALIZATION**  
2014 - 2015  
SAWI School, Lausanne, Switzerland
- SHORT FILM SCREENWRITING WORKSHOP**  
2017  
Cinecursus. Geneva, Switzerland
- INFOGRAPHICS TECHNIQUES**  
2015  
Go-Graph School  
Annecy, France
- INTERNATIONAL TRAVEL AGENT CERTIFICATE**  
1998  
HES-SO Tourism - Valais
- COMMUNICATION AND ADVERTISING**  
1993 - 1994  
University of Mogi das Cruzes  
São Paulo, Brazil

## SKILLS

- ✓ Coordination and organization
- ✓ Administrative support & contracts
- ✓ Organization of auditions
- ✓ Casting selection
- ✓ Communication
- ✓ Visual & digital communication

## LANGUAGES

PT (native language), FR (bilingual)  
EN (fluent), DE (basic)

## EXPERIENCES

- COEUR À COEUR (TV SHOW)**  
RADIO TELEVISION SWITZERLAND (LAUSANNE, SWITZERLAND)  
OCT 2025 - DEC 2025  
Role: production assistant  
Producer: Pierre GENOUD
- COMMERCIAL "BUSINESS EVENTS"**  
GENEVA TOURISM (GENEVA, SWITZERLAND)  
AUG 2025  
Role: production/set/stage management assistant, 3rd AD  
Director: Guillaume SANCHEZ
- UNE COLERE NOIRE (SHORT FILM - FICTION)**  
OCT 2024 - FEB 2025  
LES FILMS DE LÀ-BAS PRODUCTION (GENEVA, SWITZERLAND)  
Role : production assistant, casting director, 2nd AD  
Director: Joseph KUMBELA
- COEUR À COEUR (TV SHOW)**  
RADIO TELEVISION SWITZERLAND (LAUSANNE, SWITZERLAND)  
MAY 2024 - JAN 2025  
Role: production assistant, talent selection  
Producer: Pierre GENOUD
- COMMERCIAL "FAMILY STAY IN GENEVA"**  
GENEVA TOURISM (GENEVA, SWITZERLAND)  
JUN 2024  
Role: production/set assistant, 3rd AD  
Director: Guillaume SANCHEZ
- COMMERCIALS (various)**  
RAMON + PEDRO AGENCY  
2015  
Role: audiovisual project manager, set assistant, talent selection (internship)
- LESSON (SHORT FILM - FICTION)**  
SELF-PRODUCED  
JUN 2013 - AUG 2013  
Role: producer, director, actress  
Production/director: Monica Rauss-Bicho