Monica Rauss-Bicho

AUDIOVISUAL PRODUCTION COORDINATOR

Swiss nationality
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PROFILE

As an audiovisual production coordinator skilled in film, television, and advertising, I oversee projects across the entire production lifecycle: operational planning, talent management, budget tracking and liaison between creative teams, clients and partners. Rigorous, proactive and trilingual (Portuguese, French C2, English C1), I ensure deadlines and budgets are met while guaranteeing the smooth running of each production. With extensive experience in fast-paced production environments and varied content types, I easily tailor my approach to meet the specific demands of any project or company.

KEY SKILLS

- Coordination of audiovisual productions: shoots, location scouting and scheduling
- Casting direction and talent selection
- Administrative management of productions: contracts, budgets and quality control
- Coordination of creative teams, service providers and external partners

PROFESSIONAL QUALITIES

- Versatility and proactivity
- Interpersonal skills and team spirit
- Thoroughness
- Autonomy and responsiveness
- Adaptability and crisis management
- Aesthetic sense and visual creativity

PROFESSIONAL EXPERIENCE

Casting Manager and Set Assistant

Fondation Genève Tourisme | Geneva, Switzerland | 08/2025 – present (occasional assignments)

- Responsible for sourcing and managing a roster of twenty talents for corporate films to social media and photography campaigns
- Coordination between the director and the cast during filming
- Handling and finalizing image rights transfer contracts

Production Assistant

Radio Télévision Suisse (RTS) | Lausanne, Switzerland | 05/2024 – 12/2025 (fixed-term contract – part-time)

- TV show coordination and logistical aspects: planning, location scouting, and project follow-through
- Administrative management: handling the documentation of contracts and minutes while overseeing payments to contributors
- On-set guest coordination for approximately 180 guests annually, ensuring a polished and professional experience from arrival to departure
- Background research and biography writing (approx. 180/year) in support of journalists' interview preparation
- Liaising with 14 partner institutions, coordinating the operational logistics of on-location shoots

Production Assistant and Casting Director
Les Films de Là-Bas – film "Une Colère Noire" | Geneva, Switzerland | 10/2024 – 03/2025 (fixed-term contract – part-time)

- Pre-production: casting direction encompassing audition organization and management for around thirty roles (lead, supporting, minor), extras recruitment (approx. thirty), and creation of talent-search visuals (casting posters)
- Production: managing shoot-day logistics — talent and vendor scheduling, signage, and location scouting — while overseeing on-set budget tracking (catering, props, reimbursements)
- Filming: oversaw a 10-person technical crew and acted as 2nd assistant director and main point of contact for talent on set
- Post-production: graphic design of the film poster and end credits

Communications & Community Coordinator
From Woman to Woman (W2W) | Geneva, Switzerland | 01/2023 – 12/2023 (volunteer, part-time)

- Support in developing the communications strategy and editorial planning
- Social media management and content writing (captions, posts)
- Creation of visual materials and online community management

Administrative and Communications Assistant
Med Discovery SA | Epalinges, Switzerland | 01/2018 – 04/2024 (permanent contract – part-time)

- Administrative coordination and diary management for management
- Creation of marketing materials and website updates
- Organization of in-person and remote meetings (20 shareholders)

Visual Content Creator
Eyes On It – Visual Arts / freelance | Geneva, Switzerland | 2016 – present (occasional activities)

- Photo and video production: visual identity creation, photography and videography for various clients
- Design of marketing materials and promotional visuals
- Social media management and web content updates

Production Assistant
Ramon & Pedro – Audiovisual Agency | Lausanne, Switzerland | 06/2015 – 07/2015 (internship)

- Project coordination: budget and schedule tracking
- Logistical support for planning and production
- Set assistant on shoots

Travel & Corporate Customer Service Coordinator
IATA / Swiss International Air Lines | Geneva, Switzerland | 08/1999 – 06/2014 (permanent contract)

- Travel bookings, ticketing and payments/refunds
- Coordination and administrative management for an international corporate clientele
- Contract negotiation with external partners to optimize costs

TOOLS
Creation & Production: Adobe Premiere Pro | Final Cut Pro | Photoshop | InDesign | Canva

Web & Communication: WordPress | Wix

Office & Collaboration: Word | Excel | PowerPoint | Outlook | SharePoint | Zoom & Teams

LANGUAGES

Portuguese (native language) | French (C2) | English (C1) | German (A2)

EDUCATION

Communication Specialist (Diploma)
SAWI – School of Communication & Marketing | Lausanne, Switzerland | 2014 – 2015

Graphic Design Techniques (Certificate)
Go-Graph | Annecy, France | 2015

International Travel Agent (Certificate)
HES-SO Tourisme | Sierre, Switzerland | 1998

University Studies in Communication (2 years of core curriculum)
Universidade de Mogi das Cruzes | São Paulo, Brazil | 1993 – 1994

HOBBIES

Yoga | Acting | Cinema | Travel