

# Maysa Monção

Post Production Coordinator/ Production Secretary

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London, UK

## PROFESSIONAL SUMMARY

Enthusiastic coordinator in the creative industry with knowledge of resolving complex problems. Works to increase success through effective work strategies. **Highly trained. My most recent training is All Spring Media, Production Coordinator Bootcamp (Oct. 2025).**

## WORK HISTORY

### PROJECT MANAGER 10/2024 - current Film Locos | London

I am delivering a project to give visibility to British Latin Americans in the film and TV industry. We have the support from The Film and TV Charity. **We were one of the 5 companies awarded with the Reel Impact grant in its first year.**

### POST PRODUCTION COORDINATOR 07/2020 - 03/2025 Freelancer | London

I have worked in several high-end TV, factual shows and documentary features managing the editorial team, controlling the rushes and the deliverable paperwork, to streamers such as **BBC Studios, ITV, Amazon Studios, A24 Films, Neon Films, Discovery Channel, Film 4, Neon Films** and **Universal Studios.**

#### Post Production Coordinator

- Sherlock & Daughter 1 (Warner Bros Discovery, CW Network);
- Silence is Golden (BBC, Yes Yes Media);
- 2073 (Film 4, Neon Films, by Oscar winner Asif Kapadia);
- Dreaming Whilst Black 1 (A24, BBC);
- The Capture 2 (NBCUniversal, BBC);
- Riches 1 (ITV, Amazon Studios)

#### Translator, Logger, Post Assistant

- Don't Kill Ashley Cain (BBC, True North Productions);
- Piglets (BBC);
- Parker's Trail 7 (Discovery Channel);
- Once Upon a Time in Ireland (BBC3);
- Gangs of London 2 (Sky, BBC)

### FRONT OF HOUSE 11/2019 - 06/2020 DMT Theatres | London

I was part of the team **managing the theatre and informing the guests of new policies**, during Covid times.

I delivered front of house duties with a warm and professional manner.

I maintained a clean and organised front of house area to welcome customers.

I provided additional support to the wider front-of-house team through the pandemic times.

### SUPERVISOR 02/2018 - 09/2019 Live Nation/Festival run | London

I worked as part of the hospitality team at **The Forum**, Kentish Town, and also traveled to many **music festivals**, including Reading, Latitude and British Summer Time in Hyde Park. Other venues are Ronnie Scott's Jazz Club, London City Club, The Gibson Studio, Tate Britain, and The Troxy. **I have managed teams of 10 to 80 people.**

## **EDITOR** 12/2016 - 06/2017 **DMovies** | London

I worked as a **film reviewer, social media manager, and journalist** for the thought-provoking platform DMovies.

My editor and I started from scratch and in a matter of 5 months, we had reached 100,000 followers. I went to **film premieres, international film festivals, attended screenings, interviewed talents, and networked** to get screenings in London.

I had to liaise with execs and producers, as well as various companies.

## **LANGUAGE TUTOR AND PROOFREADER** 02/1991 - 11/2016 **Freelancer**

I have taught Portuguese for foreigners, English for Brazilians, and I was a proofreader for students' books and literature books for quite a long time in **Brazil, Italy and in the UK**.

I promoted academic success and enhanced learning experiences for students of varying capabilities.

I developed in-depth lectures on subject-specific theories, foundational concepts and advanced topics.

## **SKILLS**

Strong attention to detail. / Creative writing./ Can-do attitude. / IT skills. / Problem solver.

Production Management. / Budget. / Schedule. / Leadership. / Health and safety.

Well-being. / Child licensing. / Legal paperwork compliance. / ADR schedule. / Post Script writing.

Film curator. / Virtual Production Trainer. / Call sheets./ Travel and accommodation organiser./

Movie Magic. / Translator. / Blackbird./ [Frame.io](#), / Trint. / Silvermouse. / On Music.

## **LANGUAGES**

Brazilian Portuguese (native). Italian (fluent). Spanish (fluent).

## **EDUCATION**

Masters in Film Studies, Tor Vergata, Rome.

Masters in Translations (English /Portuguese) and Communications, Mackenzie, Sao Paulo.

Extension course, Post Production, VFX Coordinator, Salford.

*GDPR: This CV may be kept and distributed for employment purposes.*