SHAYDA MONJEZI

Production Supervisor | Producer

Commercials · Music Videos · Branded Content · Budgets · Crew & Logistics

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SUMMARY

Los Angeles Production Supervisor and producer with 9+ years and 45+ credits across commercials, music videos and branded content for brands like McDonald's, Nike, WWE, Coach, Cadillac and Disney. Run productions day to day from award through wrap: schedules, call sheets, travel, permits, locations, union and non-union crews and vendors. Build, track and actualize budgets in Hot Budget and Showbiz, negotiate rates and overages, and serve as the main contact between agencies, clients and crew. Wrapped jobs $15–20K under budget.

EXPERIENCE

Staff Coordinator (Production & Bidding) Mar 2024 – Nov 2026

ArtClass, Los Angeles, CA

- Produced awarded jobs from award through wrap as the main contact for agency producers on budget, schedule and deal terms: Jeep Wrangler × Mission: Impossible, Dollar Shave Club, HighNoon, Whataburger, Kraft.
- Crew awarded jobs with freelance line producers and PMs; tracked actuals against budget and negotiated and approve overages.
- Managed 5–7 union and non-union commercial bids per week ($100K–$1M) with agency producers, and write bid letters and production calendars with EPs and directors.
- Maintained a union and non-union crew and vendor database across US hubs and abroad.
- Bid international jobs with foreign production services; co-wrote a department restructuring proposal and org chart with the Managing Director.

Production Supervisor, Freelance Aug 2020 – Present

ArtClass, Caviar, Partizan, Spinach, Object & Animal, Imposter, Caveat, Rosco Production Inc., Production Central Services

- Supervised commercials, music videos and branded series from award through wrap for national brands and major artists, including McDonald's World Cup 2022, WrestleMania 39 and Nike.
- Hired and managed crews, vendors and locations; negotiated rates and deal terms to protect budget and creative; primary point of contact between clients, agencies and crew.
- Built, managed and actualized production budgets in Hot Budget and Showbiz, wrapping $15–20K under budget.

Production Coordinator / Office PA, Freelance Aug 2017 – Aug 2020

Tool of North America, Biscuit Filmworks, Epoch Media Group, Framestore Pictures, Amazon Prime Video

- Coordinated commercials, music videos and series: crew deal memos, call sheets, travel, vendors, permits and wrap paperwork; Locations Coordinator on Amazon's *Too Old to Die Young*.

Scheduler / Crewing Assistant; Runner · *Framestore, Culver City, CA* Jan 2016 – Jul 2017

SELECTED CREDITS

- **Producer:** Jeep Wrangler × Mission: Impossible – The Final Reckoning (ArtClass) · Dollar Shave Club "The BS Meter" (ArtClass)
- **Production Supervisor:** McDonald's "Wanna Go?" ft. Jason Sudeikis (Caviar) · WrestleMania 38 Cold Open ft. Mark Wahlberg (Production Central Services) · Clos du Bois "Long Live," dir. Courteney Cox (Caveat) · Chlöe "Treat Me" (Object & Animal) · Nike Future Movement, Ep. 4 (Partizan) · Red Hot Chili Peppers music video (Imposter) · Coach (Rosco) · Jack in the Box (Spinach) · LifeLock, Dell, GoFundMe, ClickUp (ArtClass)
- **Production Coordinator:** Swedish House Mafia × The Weeknd music video (Epoch) · Disney, KeyBank (Tool of North America) · Cadillac (Biscuit Filmworks) · Carfax (Framestore Pictures) · *Too Old to Die Young*, Amazon (Locations Coordinator)

Full credit list and reels at shaydamonjezi.com.

SKILLS

- **Production Supervision:** Schedules, call sheets, travel logistics, permits & releases, locations, union/non-union crewing, on-set supervision, wrap paperwork
- **Budgeting:** Hot Budget, Showbiz, Movie Magic, cost reports, actualization, overage negotiation, production invoices
- **Tools:** Airtable, Google Workspace, Microsoft Office, Premiere Pro, Final Cut Pro, WireDrive
- **Languages:** English (native); basic Spanish, Farsi, Malay

EDUCATION

B.A., Film and Electronic Arts (Production Management focus), California State University, Long Beach May 2015