

Montserrat Fleck

(425) 877-MONTI | monti.fleck@nyu.edu | [LinkedIn](#)

EDUCATION

New York University — New York, NY

Class of May 2023

Tisch School of the Arts | BFA, Dramatic Writing

Honors: magna cum laude

Minor: Comedy Writing, Child & Adolescent Mental Health Studies

EXPERIENCE

Children's Media Association

Global Engagement Manager

Jul 2023 — Present

Global Engagement Coordinator

Jan 2023 — Jun 2023

- Promoted within five months for building out two new social platforms and boosting social interactions by over 200%, managing a team of coordinators to plan and execute a weekly schedule.
- Building brand visibility across CMA's digital channels, affording access to a global network of over 2,000 members, serving as general point person for the organization.

Writing Assistant, AGON Advisors

Jan 2023 — Jul 2023

- Collaborated with artist & designer Lloyd Burlingame to facilitate the creative process on his upcoming manuscript. Provided editing and transcribing services on a weekly basis.

Extern, United Talent Agency

Jan 2023 — Feb 2023

- Seminar series led by UTA professionals - delivered learnings to recruiters, prepped questions to ask qualified agents and executives across various domains.

TV Development/Current Series Intern, DreamWorks Animation

Jun 2022 — Sept 2022

- Implemented an artist database containing 200+ artists while covering for Executive Assistant to Vanessa Taylor Sands - handling calls, admin tasks and scheduling.
- Acted as Intern Ambassador, served as a liaison between the Early Careers team and the Summer 2022 Intern cohort. Developed social events & communicated with the cohort & Intern managers.

Development Intern, Milojo Productions

Jan 2022 — May 2022

- Presented detailed coverage reports on project viability to Kelly Ripa and Mark Consuelos' production company. Organized tracking and casting grids.

Creative Careers Cohort, Warner Bros. Discovery

Mar 2022 — May 2022

- Synthesized interviewer feedback, executive briefings & market research to develop innovative Gen Z target customer profile and SWOT analysis, helping discover unique opportunities for expansion.

Pre-Production Intern, Inner Child Productions

Sept 2021 — Jan 2022

- Assisted in pre-production cycle of over twenty feature films and tv series supervised by producer Debbie Liebling (South Park, PEN15). Covered several pilots and screenplays weekly.

SKILLS

Computer: Final Draft, Final Cut, Microsoft Office Suite, Adobe Creative Suite, Shotgrid, Google Workplace

PASSIONS

Arts & Crafts, Chameleons, Cornish Rexes, Interior Design, Kaiju, LEGO, [Spreadsheets Everything](#)