

Karen Ugarte
Mobile: +61 435 128 230
Email: kar3nugarte@gmail.com
New Zealand Citizen

Profile:

I have 22 + years of professional experience in the Film and Television Industry, working on local and overseas Commercials. I have learnt over this time effective ways to manage budgets, establish strong working relationships with clients and crew and provide ongoing support for the Production. I am a strong team player with a capacity to earn the respect of fellow crew members and lead by example. I remain enthusiastic, encouraging and clear about what is expected on the job. As a Producer & Production Manager I have been in charge and worked successfully with 100 + crew members relevant key strengths include logistics management, planning of travel, accommodations, budgets & talents management. My experience in the Production Industry has equipped me with strong problem solving skills and the ability to be able to manage client expectations & and think innovatively about the production, budget and provide solutions. I am open to ask for advice and enjoy working collaboratively with others.

Qualifications:

Degree in Directing and Producing TVCs and Films 1998-2002
 Universidad de Chile, Santiago, Chile

Industry Experience

DATE	JOBS	POSITIONS	CLIENTS	PRODUCTION COMPANIES
2023	TVCs (Severals)	Producer		Sense 6 (Melbourne)
2023	TVCs (Severals)	Production Manager	TVNZ	Blacksand (NZ)
2023	Red Light Boys / DocuSeries	Production Manager & Producer	TVNZ	Two Heads Ltd (NZ)
2023	Wahu	Production Manager & Producer	Blues	Two Heads Ltd (NZ)
2022	TVCs (Severals)	Executive Producer Assistant		The Colorfield (CL)
2022	TVCs (Severals)	Production Manager	TVNZ	Blacksand (NZ)
2022	Super Liquor TVc	Production Manager & Producer	Super Liquor	Two Heads Ltd (NZ)
2022	Hatch TVc	Production Manager	Hatch	Two Heads Ltd (NZ)
2021-2022	TVCs (Severals)	Production Manager	TVNZ	Blacksand (NZ)
2021	Masterclasses	Production Manager	Les Mills	Les Mills International (NZ)
2019/2020	Lord of the Rings	Facilities Coordinator	Amazon	GSR (NZ)
2019	Docu- Drama - TINiIT	Production Manager	NZ Film Commision	The Mansoon Co. (NZ)
2019	TV Series - The Basement	Production Manager	TVNZ	Great Southern Television
2018	Lego -World TVc	Production Manager	Stink - Traktor	Labhouse (Chile)
2018	SoftBank TVc	Production Manager	Downtownreel	The Search Film (Chile-Japan)
2018	TVNZ- Weet-Bix TVc	Production Manager	Weet-Bix	Blacksand (NZ)
2018	TVNZ- Project Runway TVc	Production Coordinator	Project Runway (Promo)	Blacksand (NZ)
2018	TVNZ- Durex TVc	Production Manager	Durex	Blacksand (NZ)
2018	TVNZ- Haier TVc	Production Manager	Haier	Blacksand (NZ)
2018	Westfield / Stills	Production Manager	Westfield Mall	Flying Start (NZ)
2018	TVNZ - Pizza Hut TVc	Production Coordinator	Pizza Hut	Blacksand (NZ)
2018	Les Mills / Smart Tech Videos	Production Coordinator	Les Mills	Sprout TV (NZ)
2017	Burger King TVc	Production Manager	Burger King	TripleDouble (NZ)
2017	Les Mills / Unicef	Production Coordinator	Les Mills	Les Mills (NZ)
2017	Moola TVc	Production Coordinator	Moola.co.nz	Flying Start (NZ)
2017	MIF (International Drama)	Production Secretary	Stephen David Entertainment	Stephen David Entertainment (NZ-LA)
2017	Mazda TVc	Production Coordinator	0.99	TripleDouble (NZ)
2017	Great Riders NZ	Production Coordinator	Tourism NZ	Two Bearded Men (NZ)
2017	Aioi Nissei Dowa Insurance	Production Assistant	Japco Productins Ltda	Soda Communications Inc (Japan)
2017	Nutra Brand TVc	Production Assistant	Buddy Films	Two Rooms (US)
2017	NZR	Production Coordinator	The Robber's Dog	The Robber's Dog (NZ)
2016	Short Film	Production Assistant	Exit Film Australia	Exit Film (NZ)
2016	Warehouse TVc	Production Assistant	Warehouse	The Sweet Shop (NZ)
2016	Soho	Production Assistant	SKY TV	SKY TV (NZ)
2016	TVNZ- TV2	Production Manager	TV2	TVNZ (NZ)
2016	Samsumg Olympics TVc	Assistant production	Samsumg	Augusto (NZ)
2016	Redcompra TVc	Production Manager	Visa/Mastercard	Andres Wood Productions (CL)
2016	Jumbo Supermarket TVc	Production Manager	Jumbo Supermarket	Andres Wood Productions (CL)
2016	Latam TVc	Production Manager	Latan Airline	O2 Filmes (Brazil)
2016	Promo TV	Production Manager	Channel 13C	Feels (Chile)

2016	Lider Supermarket TVc	Production Manager	Lider	Feels (Chile)
2016	Spyder TVc	Production Manager	BRP	Lacavalerie (Canada)
2015	Cisco TVc	Production Manager	Cisco (US)	Loica Productions (Chile)
2015	Vredestein TVc	Production Coordinator	Vredestein	Czar (Amsterdam)
2015	Itau Bank TVc	Production Manager	Itau	O2 Filmes (Brazil)
2015	Jumbo Supermarket TVc	Production Manager	Jumbo Supermarket	Andres Wood Productions (CL)
2015	Apple - Mac TVc	Production Manager	Apple - Mac	Knuckhead (US)
2015	Bice Vida TVc	Production Manager	Bice Bank	America Cine (Colombia)
2015	Milo TVc	Production Manager	Milo (Colombia)	America Cine (Colombia)
2015	Corona TVc	Production Assistant	Corona	Partizan (US)
2015	Shell TVc	Production Coordinator	Shell	MJZ (England)
2014	Hotel.com TVc	Production Assistant	Hotel.com	Caviar (England)
2014	Lifeguard Breathalyser	Assistant production	Sober Check	Flying Start (NZ)
2014	Jalna	Assistant production	Jalna/Australia	Flying Start (NZ)
2014	Promo SKYTV/Hockey	Assistant production	SKY TV	SKY TV (NZ)
2014	Promo SKYTV/Boxing	Assistant production	SKY TV	SKY TV (NZ)
2014	Each to Their own / NZ Short Film	Production Manager	Dir: Maria Ines Manchago	Junkyard Universe Films (NZ)
2014	Nestle TVc	Production Manager	Gartner (USA)	LES TÉLÉCRÉATEURS (France)
2014	OBI TVc	Production Assistant	OBI	Czar (Germany)
2014	Milka TVc	Production Assistant	Milka	Nice Shirt Film (England)
2013	Crystal Light TVc	Production Assistant	Crystal Light	Moxie Picture (USA)
2013	Nutella TVc	Production Assistant	Nutella	Markley+Partners (USA)
2013	Better Living TVc	Production Assistant	Clorox NZ Ltda	Flying Start (NZ)
2013	Kiwirail TVc	Production Assistant	Kiwirail	Flying Start (NZ)
2013	30 Seconds TVc	Runner	Clarke Newton	Flying Start (NZ)
2013	Burger King TVc	Runner	BBDO	Flying Start (NZ)
2013	AIG All Blacks TVc	Production Assistant	AIG	Augusto (NZ)
2013	Burger King TVc	Runner	BBDO	Flying Start (NZ)
2013	Mc Donald TVc	Runner	McDonalds / DDB/Silk	Flying Start (NZ)
2013	My Food Bag TVc	Runner	My Food Bag	Play Studio (NZ)
2013	Le Chat TVc	Production Assistant	Le Chat	Quad (France)
2013	Persil TVc	Production Assistant	Unilever	Augusto (NZ)
2013	AIG All Blacks TVc	Production Assistant	AIG	Augusto (NZ)
2012	Visique TVc	Production Assistant	Republik	Toybox (NZ)
2012	Allegra TVc	Production Coordinator	Allegra	Jet Film Comp. (CA)
2012	Castorama TVc	Production Coordinator	Castorama	Warm Prod Comp. (CA)
2012	Aftershock Film	Production Coordinator for Art Dnt-Set Construction-EFX	Aftershock Film	Eli Roth Comp. (US)
2011	TD Bank TVc	Production Coordinator	TD Bank	Canada Trust (CA)
2011	Nina Security TVc	Production Coordinator	Nina Security	Bubble Film Comp (Brazil)
2011	La Capitale Ins. TVc	Production Coordinator	La Capitale Ins.	Gnl Films Comp (CA)
2011	Volkswagen TVc	Production Coordinator	Volkswagen	Paranoid Company(US)
2009	Powerade TVc	Production Manager	Powerade	Bus Pro (Argentina)
2009	Vodafone TVc	Production Manager	Vodafone	Tesauro (Argentina)
2008	Naturals Chips TVc	Production Manager	Naturals Chips	Film Produkja (Denmark)
2008	Costa Crocierre TVc	Cost Control	Costa Crocierre	The Family (Italy)
2007	Visa-Master Card TVc	Production Assistant	Visa-Master Card	Moxie Picture (USA)
2007	Vodafone TVc	Cost Control	Vodafone	Tesauro (Argentina)
2007	Coca Cola TVc	Cost Control	Coca Cola	Revolution(Argentina)
2007	Cola Cao TVc	Cost Control	Cola Cao	Garage Films (Argentina)
2007	Mulino Bianco TVc	Cost Control	Mulino Bianco	Tesauro (Argentina)
2007	Orange TVc	Production Assistant	Orange	Paradiso Filmmaker (Israel)
2007	HP Burton TVc	Production Assistant	HP Burton	RSA (USA)
2006	Soprole(Fonterra) TVc	Production Assistant	Soprole(Fronterra)	Cinemagica (Chile)
2006	Lider TVc	Production Assistant	Lider	Cinemagica (Chile)
2006	Palmolive TVc	Production Assistant	Palmolive	Cinemagica (Chile)
2006	Airline Latam TVc	Production Assistant	Airline Latam	Cinemagica (Chile)
2006	La Polar TVc	Production Assistant	La Polar	Cinemagica (Chile)
2006	Entel TVc	Production Assistant	Entel	Cinemagica (Chile)
2005	Ga.Ma TVc	Production Assistant	Ga.Ma	Procine (Chile)

2005	Ripley TVc	Production Assistant	Ripley	Procine (Chile)
2005	Mc-Kay TVc	Production Assistant	Mc-Kay	Procine (Chile)
2005	Ripley TVc	Production Assistant	Ripley	Fafula (Chile)
2004	Café Gold TVc	Production Assistant	Café Gold	Fafula (Chile)
2003	Chevrolet TVc	Production Assistant	Chevrolet	Benito Cine (Chile)
2002	TV Program	Production Manager	TV Program	Cubo Negro Productions (Chile)

References:

Available on request.

Karen Ugarte
+61 435 128 230
kar3nugarte@gmail.com
NZ Citizen

To Whom It May Concern

Ref: PRODUCER / EXECUTIVE PRODUCER

I am writing to introduce myself in hope that you may consider working with me on your next production. I have a degree in directing and producing television commercials and films, I have twenty-two years of experience working in the production department as a production manager, production assistant and coordinator for various clients including, Sky TV, Latam, Vodafone, Visa/Mastercard, Samsung, Coca-Cola, AIG-All Blacks, and more. I also have nine years of experience in New Zealand working as a production Manager, assistant and production coordinator for local productions companies such as Augusto, Flying Start, Sprout TV, TripleDouble, TVNZ, Two Heads, etc.

I can bring the following proven skills to your team:

● **Logistics and Coordination:**

○ Successfully managing the logistics and organizing crew and talent for filming of large television commercials (e.g. for Service Station, Goodgate, South Picture, Company Films, etc.)

● **Leadership:**

○ Coordinating and communicating clearly with project staff while maintaining regular and proactive contact with senior management.
○ Coaching and supporting team and line producers in best practice methods.

● **Finance and accounting**

○ Experience with cost control and in managing large budgets over \$150M US for TV commercials. (e.g. for Coca Cola, Powerade, Mulino Bianco)

● **Excellent work ethic:**

○ Ability to think on my feet and work well under pressure
○ High level of discipline and integrity.

Please review my attached CV for more details of my skills and career achievements. I look forward to hearing from you if you have anything available.

Yours Sincerely
Karen Ugarte.