

PROFESSIONAL EXPERIENCE

PRODUCTION MANAGER

Warner Bros. Animation | *Wings of Fire (CG Series)* | Jan 2021-June 2022

- Collaborate with producers, executives, partner studios, artists, and staff to execute a creative vision on budget
- Manage multiple departments totaling 25 people, including department heads, production staff, and artists
 - Create an environment that motivates teams to meet deadlines and goals for artistic achievement
- With the line producer, establish and maintain the show's master schedule and budget
 - Using key data points, anticipate potential productivity/staffing issues and propose solutions
 - Approve timecards, track OT hours, and manage freelance artists & payments
- Partner with studio, line producer, and production staff to implement workflows and best practices
 - Configured Shotgrid to match the project's CG pipeline needs- built task templates, pages, and new tools
 - Built new crew onboarding procedures and prod staff training guidelines that were implemented studio-wide
- Hire crew by finding candidates, interviewing them, and determining best candidate for department needs
 - Train & mentor prod staff to lead their respective departments and reach their professional goals

PRODUCTION SUPERVISOR

Dreamworks Animation | *Trolls World Tour (CG Feature)*, *Puss in Boots 2 (CG Feature)*, *Pipeline Dev* | June 2019-Dec 2020

- Manage departments varying between 7-20 people (dept heads, artists, technical director, and coordinator)
 - Represent studio/project leadership needs to dept and represent dept needs to studio/project leadership
 - Translate master schedule into dept schedule, based on delivery dates, artists, and permitted labor weeks
 - Partner with dept heads on schedule, workflow, assignments, and represent dept in all communications
 - Hire, train, and mentor the coordinator to run dept's day-to-day and grow toward their professional goals
 - Oversee team performance, delivering feedback and creating opportunities for professional development
 - Set tone for the team, through clear communication, expectations, and procedures, as well as morale events
- On *Puss in Boots 2*, helped to establish workflows for multiple departments, including schedules, production-tracking tools (ex. Shotgrid task templates & pages, etc.), and the Production Report for studio reporting
- Participate in studio initiatives by leading the studio-wide Production Supervisor Forum
 - Helped develop training programs that were adopted by the studio and used to train production staff

PRODUCTION COORDINATOR

Dreamworks Animation | *Trolls World Tour (CG Feature)* | June 2018-June 2019

- Run day-to-day of the department in partnership with the supervisor and department head(s)
- Manage dept meetings, including scheduling reviews, launches, rounds, dailies, check-ins, etc.
 - Prep material for all meetings, assist in running reviews, take and distribute detailed and accurate notes
- Ensure artists have necessary resources and monitor progress- resolve any productivity issues by elevating them to appropriate source
- Maintain Shotgrid for department by ensuring task start/due dates, statuses, and assignments are updated
 - Create new pages and help create more efficient SG workflow wherever possible

Jim Henson Company | *Word Party S1-S3 (CG Series)*, *Splash & Bubbles S1-S2 (CG Series)* | July 2015-Dec 2016

- Run production office by providing daily support to crew & talent and supervising PAs
- Oversee all production documentation- crew lists, distribution lists, vendor lists, production schedules, etc.
- Work with vendors to rent or buy equipment as required by production needs- manage and track payments
- Liaise with legal and accounting to ensure cast and crew complete all paperwork, contracts, and timecards

EXECUTIVE ASSISTANT

The Muppets Studio | May 2017-June 2018

- Manage the desk of the vice president- scheduling, phones, expense reports, booking travel, office admin tasks
- Communicate regularly with executives, agencies, production companies, and talent representation

POST PRODUCTION COORDINATOR

Nickelodeon | *Sam & Cat S1 (Live Action Series)*, *Henry Danger S1 (Live Action Series)* | June 2013-May 2015

- Check in with editors & VFX artist on progress with cuts to ensure on-time deliveries, distribute show cuts to producers and network executives in accordance with deadlines and airdates
- Work alongside the network to deliver promotional and marketing materials
- Organize ADR Sessions- spot cuts of shows for ADR needs, create sides, schedule time with cast, assist in sessions

EDUCATION

University of Southern California | Master of Fine Arts | Writing for Screen & Television | May 2013

New York University | Bachelor of Fine Arts | Film & Television Production | Jan 2010