

Experience

Production Supervisor

TUCA & BERTIE S2 • Shadowmachine • July 2020 – April 2021

- Completed storyboard breakdowns to assign background, character and prop designs to artists. Tracked all artwork from pre-production to post production.
- Oversaw production coordinators tasks, such as file preparation and shipments to the overseas studio.
- Communicated with design teams daily to assess their progress meeting their deadlines. Flagged any issues to the PM and LP and provided possible solutions.
- Held design reviews with art directors, directors and executive producers to review assets.

Digital Coordinator

BOB'S BURGERS THE MOVIE • Bentobox Entertainment • September 2019 – July 2020

- Coordinated between the design, story, editorial and production departments through pre-production and post-production to ship materials to overseas studios.
- Prepped all materials for shipment overseas and facilitated communications between studios.
- Tracked all materials and notes through production including overseas studios' designs, retake animation and compositing.

Production Coordinator

BOJACK HORSEMAN S6 • Shadowmachine • March 2019 – September 2019

- Liaised between editorial, design, story and production teams to ensure episodes would be shipped on time.
- Prepared the leadsheet and all assets for shipment, received shipments and facilitated communications between studios.
- Tracked and QCed all production tasks from pre-production through post, oversaw PAs and interns. Notated board, animation and QC reviews and distributed notes.

Education

Rhode Island School Of Design | BFA in Film/Animation/Video | 2015

Programs

Expert Knowledge (6-10+ years)

Photoshop, Flash/Animate, Premiere, After Effects, Final Cut Pro, Word and Excel.

Intermediate Knowledge (2-5 years)

Shotgun, ToonBoom Harmony, Storyboard Pro, Final Draft, Unity and Maya.