

Production Experience

Goldtooth Creative – Game Cinematics and Advertising

May 2016 – July 2017

Producer

- Managed multiple projects simultaneously from their start to the final delivery
- Handled all aspects of client relations, including contracts, change orders, and upselling
- Directed technical resources, especially render farm needs
- Delivered projects on time, on budget and with as little overtime as possible

Nitrogen Studios – Feature Animation

September 2014 – May 2016

Production Department Coordinator for Animation & Shot Finaling

- Implemented Shotgun Tasks and Templates to aid in production workflow
- Managed the schedules, deadlines, and requests for 30+ Artists
- Created shot estimates and department schedules based on an extremely fluid schedule
- Organized dailies, Director reviews, sequence launches, and department reviews

Zoic Studios BC – VFX for Television Production

July 2013 – September 2013

VFX Senior Production Coordinator

- Acted as assistant producer, handling needs of both shows while Producers were offsite at many show meetings
- Managed, trained, and mentored department coordinators
- Guided Crew to meet daily & monthly deadlines on 2 shows while working on multiple episodes simultaneously
- Improved training and documentation with the input of Production, VFX Artists, and On-Set Supervisors

Nerd Corps Entertainment – Animated TV Production

March 2013 – July 2013

Senior Production Coordinator

- Reviewed Storyboard animatics to estimate Animation, Comp, Lighting, & VFX needed on each episode
- Supervised Animation, Comp, Lighting, & VFX Departments to ensure on-time delivery for shows and deadlines
- Developed “Show Launch” meetings to welcome artists and explain the show concept, style, rules, & expectations
- Worked closely with Production Manager, Animation Directors, and Leads to keep the shows within budget

Digital Domain Media Group – Feature Animation / VFX

January 2012 – September 2012

Production Department Manager

- Managed 15-25 artists and productivity, created deadlines and managed schedules that met goals and deadlines
- Tracked progress and status of all shots/assets within the department's assigned work
- Communicated with other Feature Animation managers to insure smooth and efficient practices and workflows.
- Scheduled, managed and conducted review sessions with Supervisors and/or Directors

Flight 33 / House of the Future - Cable Television Production

May 2011 – December 2011

Production Manager

- Managed all aspects of VFX production including the performance and output of a 15 artist crew
- Worked with client office and editorial to ensure delivery of television episodes with tight “on-air” weekly deadlines
- Managed all aspects of the office including vendor relations, building operations, craft service, payroll, and staffing

Tweak Films - Feature Film Visual Effects Production

January 2006 – January 2007

VFX Production Coordinator

- Coordinated dailies, meetings, conference calls, and project schedule, including client deliverables
- Created and updated production tracking database in FileMaker Pro and researched reference material

Lucasfilm Entertainment- Industrial Light + Magic

February 2000 – April 2004

VFX Production Assistant

May 2001 to April 2004

General Services: Reception

February 2000 to May 2001

Employment History

- Goldtooth Creative – Game Cinematics and Advertising** **May 2016 –Present**
Producer
- Nitrogen Studios – Feature Animation** **September 2014 –May 2016**
Production Department Coordinator - Animation & Shot Finaling
Reason for leaving: Contract Ended
- Zoic Studios BC – VFX for Television Production** **July 2013 – September 2013**
VFX Senior Production Coordinator
Reason for leaving: Back Injury; Resolved via surgery May 2014
- Nerd Corps Entertainment –Animated TV Production** **March 2013 – July 2013**
Senior Production Coordinator
Reason for leaving: Recruited by Zoic Studios BC
- Digital Domain Media Group - Feature Animation / VFX** **January 2012 – September 2012**
Production Department Manager
Reason for leaving: Company Closure
- Flight 33 / House of the Future - Cable Television Production** **May 2011 – December 2011**
Production Manager
Reason for leaving: My husband & I were recruited by Digital Domain
- Self-Employed - eBay Sales** **April 2004 – May 2011**
Handled all aspects of an eBay business, HTML coding, marketing, shipping, and accounting
Gross 2009 Sales: \$48,000
- Edelman Productions - Cable Television Production** **September 2008 – December 2008**
Office Manager
Reason for leaving: Layoff /workforce reduction
- Tweak Films - Feature Film Visual Effects Production** **January 2006 – January 2007**
VFX Production Coordinator
Reason for leaving: Project ended
- Lucasfilm Entertainment - Industrial Light + Magic** **February 2000 – April 2004**
Feature Production: Production Assistant
Reason for leaving: Projects ended

Computer Experience

After Effects	Gmail	QuickTime Pro 7
Basic HTML	Illustrator	RV - Media Viewer
Calendaring	Linux	Skype
eBay Sales Expert	Mac	Shotgun Software
FileMaker Pro	MS Office Suite	Tier I IT Support
FTP/Aspera	Photoshop	Windows 7, 8, 10

Education

BA in Cinema from San Francisco State University, Graduated January 1999

Credit List:

Mass Effect: Andromeda (2017) Game Cinematics
Sausage Party (2016)
Cosmos: A Spacetime Odyssey (2014) TV
Once Upon a Time (2013-2014) TV
Once Upon a Time in Wonderland (2013) TV
Kate and Mim-Mim (2014) TV
The Legend of Tembo (TBD)
Universe (2011) TV
Rocket City Rednecks (2011) TV
History of the World in 2 Hours (2011) TV
Alternate History (2011) TV

Beowulf (2007)
Next (2007)
The Last Mimzy (2007)
Across The Universe (2006)
Invincible (2006)
Zodiac (2006)
Superman Returns (2006)
Monster House (2006)
Harry Potter & the Prisoner of Azkaban (2004)
Dreamcatcher (2003)
Minority Report (2002)
Harry Potter & the Sorcerer's Stone (2001)