**EMPLOYMENT**

**Warner Bros Animation**  6/16 – 10/19

*Associate* *Production* *Manager*

* Support Associate Producer in all aspects of production by doing office paperwork, help out other coworkers in their office duties or enforce deadlines for animated programs *Be Cool Scooby Doo/Batman vs Teenage Mutant Ninja Turtles DVD/Scooby Doo and Guess Who?*
* Manage recording sessions to ensure all scripts are recorded in budgeted time
* Track completion of multiple scripts to confirm all talent has been recorded prior to deadlines. Forecast potential scheduling issues with VIP talent and coordinate accordingly with casting director
* Traffic paperwork between studio and talent, including scripts, contracts, and updates, to ensure all parties have current materials
* Set up and manage remote talent records in national and international markets
* Support Casting Director with coordinating and scheduling record dates that work for talent and production team
* Track the progress of assigned shows and flag potential problems and delays for the Line Producer
* File scripts and send final scripts to Casting Director for distribution
* Coordinate with editorial to triage priority deadlines for edited dialogue

**Renegade Animation**  10/14 – 06/16

*Production Coordinator*

* Coordinated between design and storyboard departments to ensure all elements were created and delivered correctly while meeting deadlines for the animated web content produced by *ABCmouse*
* Broke down Scripts for multiple animation “worlds” and handed out the assignments to different artists as each content takes place in different animation styles
* Held design staff to deadlines and ensured completion of design pipeline in budgeted timetable
* Coordinated receipt of audio and disseminated to storyboard artists for production boards
* Managed design tracker for each web content to create efficiencies and facilitate reuse of designs to minimize costs

**Hasbro Studios LLC**  2/10-10/14

*Production/Design Coordinator*

* Worked closely with Production Manager and Line Producer to ensure all deadlines for the pipeline were met on the animated programs *Transformers Prime* and *Transformers Robots in Disguise*
* Managed all artists and tracked designs from concept to shipping
* Broke down scripts and storyboards to traffic and manage workflow for new designs that were needed
* Delivered all completed designs to the Artists drawing the storyboard
* Ensured all designs were completed for final delivery so additional costs were not incurred from the overseas studio

**Nickelodeon Animation Studio** 1/08–2/10

*Production Assistant*

* Assisted multiple production departments to ensure all production elements were created and delivered for the animation program *Mighty B*
* Coordinated and shipped animation materials to overseas
* Optimized workflow for designs artists by breaking down storyboards into a list of characters, props, and backgrounds
* Scanned drawings in Photoshop and catalogued images on Filemaker Pro
* Managed all inquiries regarding storyboards and models from global partners

**EMPLOYMENT (continued)**

**DIC Entertainment**  6/07-1/08

*Production Assistant*

* Assisted production department to ensure all production elements were created and delivered for the animation program *Dino Squad*
* Tracked production schedule and coordinated workflow with team members to meet deadlines
* Copied and shipped out storyboards and DVD’s (to whom?)
* Updated tracking spreadsheets when new models are received
* Modified PDF Files in Photoshop and burned DVD’s
* Verified scripts against storyboards while making any necessary changes

**Corestaff/Sony Pictures Entertainment** 9/06-5/07

*Administrative Assistant- International Publicity*

* Created and maintained press lists for various junkets
* Assisted staff publicists at press junkets by checking in press upon arrival, liaising with junket crew and press, distributing production notes and materials, and organizing press shuttles for screening
* Organized international tours by creating and compiling all pertinent documents for each travel member
* Performed quality control on all public and sensitive documents before distribution
* Supported publicity team main by creating expense reports, filing, faxing, and answering phones

**EDUCATION**

**Massasoit Community College**

*Associates Degree – Business Administration*

**SKILLS**

Proficient in Mac and Windows, MS Office Suite, Adobe Photoshop, Filemaker Pro, Shotgun Project Management Software, Final Draft