MICHAEL ANDERSON

Production Coordinator

MA

CONTACT

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✉ michael.anderson@email.com

📍 San Francisco, CA

EDUCATION

Bachelor of Arts in Animation

Savannah College of Art and Design

2016-2020

SKILLS

- Animation Production
- Visual Effects
- Project Management
- Scheduling
- Team Coordination
- Problem Solving

LANGUAGES

- English
- Spanish
- French

Analytical and resourceful Production Coordinator with a specialization in animation production and visual effects. Over 4 years of experience in managing the intricate details of animated projects, ensuring that creative visions are realized within timelines and budgets. Proficient in coordinating between artists, technical staff, and project managers to facilitate smooth production processes.

💼 WORK EXPERIENCE

Production Coordinator
2020-2023

Animation Studios

- Coordinated all phases of animation production, from pre-production through final delivery.
- Managed schedules and budgets for multiple animation projects simultaneously.
- Facilitated communication between artists, directors, and technical teams to ensure alignment.
- Oversaw quality control processes to maintain high production standards.
- Organized training sessions for new software and techniques for production teams.
- Documented production workflows to enhance efficiency and knowledge sharing.

Assistant Production Coordinator
2019-2020

Visual Effects Company

- Supported the production of visual effects for feature films, managing schedules and resources.
- Assisted in the organization of project files and documentation for team access.
- Facilitated communication between creative teams and technical staff for project alignment.
- Maintained equipment inventory and ensured readiness for production needs.
- Coordinated internal reviews to gather feedback and implement improvements.
- Documented processes for future reference and team training.

★ ACHIEVEMENTS

- Contributed to an animated series that received an Emmy nomination for Outstanding Animation.
- Implemented a new project tracking system that improved delivery timelines by 20%.
- Recognized for exceptional teamwork and collaboration in project delivery.