

# production coordinator

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#### **SKILLS**

Ftrack • Toon Boom Harmony • Toon Boom Storyboard Pro • Adobe Photoshop • Adobe Premiere • Final Cut Pro • Logic Pro • DaVinci Resolve • Final Draft • Procreate • Microsoft Office • Google Workspace

#### **EDUCATION**

Toon Boom Harmony Premium Associate Certification2023Toon Boom Storyboard Pro Associate Certification2022

## **ORGANIZATIONS**

ASIFA-South 2023 - Present

#### **RELEVANT EXPERIENCE**

Creator/Producer 2017 - Present

The Eleventh Hour Productions (Self-Employed) • Woodstock, GA

Developing broadcast-quality original animated projects—including the ongoing web series BROBOT—from concept to completion.

- Create animated projects, encompassing the writing, character design, storyboarding, voiceover work, recording/mixing, character animation, background art, post-production editing, and general project management.
- Develop and supervise multiple projects from start through execution by prioritizing needs, adjusting workflows, and planning the timeline accordingly.

## **WORK EXPERIENCE**

# Service & Engagement Team Leader

2016 - Present

Target • Roswell, GA

- Led a team of three dozen hourly team members, while refining skills in interviewing, hiring, developing, coaching, evaluating and retaining talent
- Planned department(s) daily/weekly workload to support business priorities and deliver service and sales goals, problem-solving and prioritizing across multiple areas to execute store strategies
- Supervised performance management and training completion, supporting continuous education
  opportunities while closing knowledge and skill gaps through coaching conversations and experiences
- Partnered with store leadership to influence sales performance and workload deliverables, utilizing business reporting and guest insights to troubleshoot and follow-up on opportunity areas
- Oversaw total store operations and safe/secure processes as a key carrier

