

AMANDA GREEN

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Experience

Production Coordinator, Feb 2019 - Present

DreamWorks TV, Unannounced CG show

- Helping to streamline design process in Shotgun
- Record meetings and distribute notes
- Complete script breakdowns and find solutions for asset concerns

Production Coordinator, Nov 2017 - Feb 2019

DreamWorks TV, Unannounced 2D show

- Helped create the pipeline for a split design team
- Coordinated with freelancers to assign/receive work
- Unpacked/delivered design shipments including notes/approvals
- Completed design breakdowns/leadsheets with a focus on keeping asset counts minimal.

Production Coordinator, July 2017 - Dec 2017

DreamWorks TV, Dinotrux

- Facilitated and lead meetings
- Shipped episodes to outside vendors
- Tracked and delivered post shipments in a timely manner

Production Assistant, Feb 2016 - June 2017

DreamWorks TV, Dinotrux

- Downloaded and distributed assets and shipments
- Documented meetings and distributed notes
- Sent out end of the day shipments and assets
- Work on multiple episodes through various development phases

Production Assistant, Sept 2015 - Feb 2016

Stoopid Buddy Stoodios, Buddy Thunderstruck

- Updated Excel documents with production deadlines
- Supported departments in need of current assets
- Conformed Storyboards
- Created templates and problem solved production issues

Education

San Jose State University,

Bachelor of Fine Arts: Art

Concentration in Animation/Illustration, focus in Storyboarding

Member of ShrunkenHead Man Club, 2010-2015

Software Skills/Technology:

Photoshop, Storyboard Pro, Flix, Shotgun, Google Drive, Microsoft Office, Cintiq

Volunteer Work/ Activities

Women in Animation: Member since 2010
Camp Reel Stories

References Available Upon Request