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PORTFOLIO AND PRODUCTION SAMPLES

Click here for a visual slideshow of pipeline trackers, design breakdowns, and Gantt Charts I have created for the projects listed below.

PRODUCTION EXPERIENCE

WARNER BROS. TV ANIMATION PRODUCTION INTERN, “BATWHEELS” JUN 2024 - AUG 2024

- Partnered with Design/Asset APM to annotate and format design & animatic script breakdowns for design briefs, as well as update Shotgun (Flow) asset organization per episode shipment to external vendor ICON Creative Studios to help meet an extremely compressed timeline.
- Stepped in to cover for Script APM during talent records, ADRs, script launches, and conform scripts on Final Draft Pro when no one else was available and continued the production pipeline effectively during APM's absence.
- Assisted Story APM by cross-referencing editorial and animatic SEQ/Shot changes while also exporting storyboards to the Editor before and after revisions.
- Completed weekly script/design/animatic breakdowns and detailed meeting note preparations for script, story, and design launches, table reads, and QC reviews to maintain constant and accurate communication.
- Redesigned the talent record script indexing format to streamline script referencing, significantly decreasing cumbersome line-lookup delays to keep records moving and provide more space for creative direction.

PRODUCER & STORY LEAD, “STUDENT SHORT: GUARDIANS LAMENT” JAN 2025 - OCT 2026

- Constructed the entire production pipeline and schedule for this award-winning film with 35+ members across Story, Visdev, Modeling, Previs, Animation, Rigging, Lighting, and Post-Production departments.
- Built department administrative records, asset trackers, and Gantt Charts to keep meeting weekly advisor editorial deliverables and compile critiques accurately and timely to each department.
- Drove review meetings via SyncSketch while managing the team calendar, and became the primary contact for university advisors to ensure all strict delivery milestones were met.

WARNER BROS. TV ANIMATION ARTIST MANAGEMENT INTERN JUN 2025 - AUG 2025

- Catalogued current and prospective artists in Airtable to strengthen support for hiring across projects.
- Authored the department's first Intern Guidebook, establishing standardized training processes and operational guidelines for future interns and assistants.
- Helped coordinate community-centered events to encourage networking collaboration and increase internal hires.

DREAMWORKS ARTISTIC RESOURCE MANAGEMENT INTERN OCT 2025 - DEC 2025

- Updated 10-Week Projections using weekly Staffing Projection reports, ensuring accurate budget and timely hiring cycles to decrease department scheduling backups.
- Managed new-hire onboarding welcome packages and ensured office preparations via Jira.
- Compiled a local food vendor reference deck with ratings, pricing, and service specs to help streamline event planning and budget tracking for Artist Management, Early Careers, and Feature/TV production teams.

PROFICIENT SOFTWARES

Google Suite - Microsoft Suite - Shotgrid / FlowPro - Team Gantt - Syncsketch - Jira - Confluence
Storyboard Pro - Toonboom Harmony - Autodesk Maya - Blender - Final Draft Pro - DaVinci Resolve - Canva
Adobe Suite: Photoshop - Illustrator - Premiere Pro - After Effects