

SKILLS



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Production Tracking and Scheduling | Asset Management | Team Coordination | Process Documentation
Autodesk Flow (ShotGrid) | Google Workspace | Google Sheets | Toon Boom Harmony | Premiere Pro | Photoshop

Production Coordinator

The Fisherman and the Flame, Sheridan College — Sep 2022 – Apr 2023

Stepped in mid-production when one PM departed. Stabilized 11-person production across design, animation, FX, and compositing departments, delivering project on schedule.

Key Achievements:

- Built Google Sheets tracking system adopted by 75%+ of year cohort, becoming production standard for thesis films.
- Established file management protocols that prevented conflicts and improved asset discoverability across departments.
- Created technical onboarding documentation, reducing coordination overhead and enabling team autonomy.
- Extended tracking system to struggling neighboring team; intervention credited as instrumental to their completion.

Project Coordinator & Illustrator

Pickering Museum Village (via Oddside Arts) — Jun 2023 – Aug 2024

Managed multi-format historical video production from scoping through delivery. Coordinated 21 illustrations, full animation, and bilingual video for museum installation.

Key Achievements:

- Rescued failing video production when initial draft proved unusable; rebuilt as sole artist, animator, and editor to meet museum deadline.
- Project awarded Civic History Award by Pickering Museum Village.
- Video selected as recurring installation for Grade 7 educational curriculum, reaching students regularly.
- Coordinated cross-team production with sound designer, delivering on schedule.

Project Coordinator & Designer

No. 2 Construction Battalion (via Oddside Arts) — Aug 2025 – Nov 2025

Managing multi-format presentation redesign for historian's educational content across live speaking, interactive exhibit, and promotional video formats.

Key Achievements:

- Scoped complex project and structured clear deliverables, securing client approval and increased budget.
- Delivered content restructure and promotional video ahead of schedule.

2D Character Rigger

Coyle Films, Ottawa, ON (Remote) — Jan 2022 – Mar 2022 | Sep 2024 – Mar 2025

Key Achievements:

- Created production-ready rigs in Toon Boom Harmony for Queen Maeve feature film, optimized for animator workflow.
- Collaborated with director to refine designs and align with project vision.

Character Designer

Coyle Films, Ottawa, ON (Remote) — Jun 2021 – Aug 2021



Bachelor of Animation | Sheridan College, Oakville, ON — 2020 – 2024

Training in animation production, teamwork, and creative problem-solving. Built strong foundation in both artistic and organizational skills.

Elective - Creative Leadership & Problem Solving

Explored leadership strategies, collaboration methods, and structured approaches to tackling challenges in creative environments.



Mayhem Production Coordinator Course — 2025

Certification in progress

Focused instruction in animation/VFX production pipelines, scheduling, asset tracking, and communication strategies for smooth project delivery. Training in Flow Production Tracking (ShotGrid).