

Michael Cuevas - Production Coordinator

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Work Experience

DreamWorks | *Gabby's Dollhouse*

Production | April 2022 - October 2024

- Completed episodic script and storyboard breakdowns for models, props, and background designs.
- Efficiently organized and managed Episodic and Departmental data for individual production teams using Autodesk Flow to create detailed logs of all production assets and tracking assigned artwork files for 10 artists to meet production deadlines.
- Effectively delivered over 2,800 Storyboard pro files to internal editorial teams for final animatic reviews.
- Ensured cohesiveness between U.S. and Partner Studios by coordinating the preparation of pre-production, production and post production materials as well as confirming all teams utilized the correct parameters for each animatic.

Production Assistant | April 2022 - October 2024

- Automated shot tracking with a time code converter which measures the length of a shot, produces the number of frames within, notates large shots and recommends where cuts can be made, resulting in a boost to team efficiency.
- Coordinated and tracked the progress of individual team assignments, artist development artwork, animation and composition deliveries from overseas partner studios and flagged potential problems and delays for the individual Production Team Coordinator and Production Manager.
- Established an organized and efficient work flow by attending all production meetings & taking detailed notes and maintaining production schedules for 30 team members and executives using Autodesk Flow, formerly known as Shotgun and ShotGrid.
- Assisted in storyboard and editorial turnover by building and maintaining over 200 design model packs and completing episodic breakdowns for models, props, and backgrounds using Adobe Photoshop to guarantee an efficient and productive pipeline to meet interdepartmental deadlines.
- Assigned and maintained design work for 10 artists using Autodesk Flow and assisted in meeting weekly design goals and schedule deadlines by taking notes, reviewing designs, and prepping work for legal in order to smoothly transition asset artwork through the design pipeline.

Production Intern | January 2022 - April 2022

- Provided production teams with shipping support by performing episode callouts and building model packs
- Maintained Autodesk Flow (ie. Shotgun/Shotgrid) asset management system by meta tagging designs and organizing design libraries for reference.
- Attended all production meetings, took detailed notes, and maintained daily communications for a team of 40 to ensure deadlines were met and proper support was provided.

Bang Zoom! Studios

Production Intern | September 2019 - December 2019

- Completed editorial records, script conversions, assisted script editing and production schedules.
- Managed front end reception desk, made copies, processed talent/client paperwork, answered phones, checked in and welcomed talent upon arrival.
- Provided day-to-day support to the in-house animation, production, audio and executive teams.
- Acted as a runner for the studio locations and client studios transferring hard drives, files and equipment.
- Provided an accessible, reliable presence and communicated with all Production and Editorial teams and talent.
- Created, maintained and reviewed day-to-day recording schedules and took notes for Production and Editorial teams when necessary.

Skills

Professional: Meets Deadlines | Attention To Detail | Problem Solving | Project management | workflow optimization | Understanding of story telling techniques | Understanding of Animation Production Pipelines | Collaboration with cross-functional teams | Strong creative and conceptual skills

Technical: Autodesk Flow | Autodesk Maya | Adobe Photoshop | Illustrator | Premiere Pro | After Effects | Media Encoder | Animate | Google Docs | Sheets | slide | Google Drive | Google Keep | Microsoft Word | Excel | Power Point | Outlook | Teams | Storyboard Pro | Toon Boom Harmony | Webex | SyncSketch | Procreate

Education

Columbia College Chicago - Bachelor of Arts | Traditional Animation