

Alissa Jo Meagher

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EXPERIENCE

Production Coordinator – MotionLit Services, Inc. Altadena, CA — March 2019 to present

I am currently the production coordinator for MotionLit Services, Inc., a media production company that produces videos and animations for high-profile legal cases.

Responsibilities

- Coordinate all aspects of video production workflow from pre-production to post production
- Schedule all video projects and maintain the production calendar
- Communicate daily with attorneys and their clients – main point of contact throughout video production process
- Manage team of videographers and editors and assign them video projects
- Book all travel, lodging, and transportation for video shoots located anywhere from California to Canada
- Schedule and prioritize video calendar based on deadlines, which often includes last-minute rush jobs
- Produce Marketing/Firm videos for attorney organizations such as Consumer Attorneys of California, Brain Injury Association of California, Consumer Attorneys Association of Los Angeles, Armenian Bar Association, Brain Society of California, and Armenian Educational Foundation
- Write, proofread, and edit all video scripts, video interview questions, and all company Marketing/Promotional material
- Book actors, shoot locations, additional equipment rentals, and all other filming needs for Marketing/Firm video projects
- Consult new clients, intake new jobs, and send estimates for all video projects
- Keep Daylite updated daily with project data, contact information, and production notes
- Request, download, and organize case materials needed for post production
- Archive and organize files on the server daily
- Process completed video work orders to Accounting for billing
- Attend annual attorney organization conferences (such as the ones listed above) as a company sponsor for Sales Marketing/Promotion
- Market for new video jobs in-person at conferences as well as via email and phone
- Brainstorm and execute creative Marketing Promotions for company website, social media accounts, and email listserv
- Answer phones, organize files, and other general office administration help
- Work in the following programs daily: Daylite, Microsoft Excel, Microsoft Word, QuickBooks, Dropbox, Vimeo, YouTube, QuickTime

Post Production Coordinator, “Paradise PD” – Bento Box Entertainment North Hollywood, CA — September 2017 to July 2018

I was previously the Post Production coordinator at Bento Box Entertainment on an animated Netflix Original Series, “Paradise PD”.

Responsibilities

- Coordinate between the Story, Design, and Editorial departments for all script revisions, design changes, and audio pick-ups throughout the production process
- Schedule and set up production records with our voice cast, supporting the Associate Producer
- Prepare for cast production records by creating highlighted scripts in binders, hard drives with audio and visual reference, and all cast paperwork and contracts

- Attend and take notes at all post production records, dailies, mixes and onlines – track all revisions/retakes and pass on to other departments
- Create and update shared spreadsheets and documents for production tracking
- Communicate with and support our off-site composers and sound editors
- Pick up, drop off, and distribute our hard drive personally between multiple post production companies in Los Angeles
- Manage the Color Design department by scheduling and tracking assignments (hundreds per episode)
- Assist the Color Design department by compositing designs in Photoshop
- Track and ship approved designs to our animation production companies overseas
- Download, file, and organize animation shipments from overseas
- Assist the animation team by troubleshooting and performing various tasks in Harmony animation files – adding dithers/sky palettes, changing line weight, adjusting color, etc.
- Cover for Associate Producer as necessary – big-picture schedule knowledge
- Work in the following programs daily: FileMaker Pro, Toon Boom/Harmony Premium, Photoshop, Excel, Word, Adobe Acrobat, Cyberduck, Aspera, QuickTime

Script Coordinator, “The Star” – Sony Pictures Animation
Culver City, CA — March 2016 to August 2017

I was previously a Production Coordinator on Sony Animation’s feature film “The Star”. I was credited as the movie’s Script Coordinator, but I was the go-to production coordinator for the Story, Editorial, Animation, Lighting, and Composition departments.

Responsibilities

- Set up and take notes for all Story, Editorial, Animation, Lighting, and Composition department meetings
- Conform the master script to the current cut and distribute it as necessary
- Update the master script distribution list daily (100+ people with several different versions)
- Prepare scripts for and take notes at all voice cast production records, as well as all the “scratch” (temporary) recordings
- Download, organize, and file shipments from overseas animation companies
- Work in the following programs daily: Final Draft, Flix, Excel, Word, Shotgun, Adobe Acrobat, Photoshop, PIX, Rocket, Cyberduck, Aspera, QuickTime

Accomplishments

- Wrote original lines for the script that still exist in the movie
- Total of 5 movie credits during my time at SPA

Overhead Production Assistant – Sony Pictures Animation
Culver City, CA — July 2015 to March 2016

I was previously the Overhead Production Assistant at Sony Pictures Animation. I worked directly under the Overhead Production Manager, acting as the PA for all new projects and the company overall. I set up interviews with production staff candidates, created and updated crew lists for new projects as they grew, took notes at Director Reviews and other executive meetings, and covered executive assistant desks as necessary. I was responsible for organizing several campus-wide events such as the monthly “SPA Breakfast” and “SPA Happy Hour”, as well as special events such as screenings. I learned about all aspects of the animation industry as well as a general knowledge of scheduling, coordinating, notetaking, and other office production skills.

EDUCATION

S.I. Newhouse School of Public Communications, Syracuse University
Bachelor’s Degree in Television-Radio-Film — Graduated May 2014