



438-979-6703 • Montréal, QC • mrvpstn@gmail.com

EXPERIENCE

Feature Animation Production Coordinator

May 2023 - Present

DNEG Animation - *Garfield* (2024), *Angry Birds 3* (2026)

Montréal, QC

- Led daily one-on-one check-ins and facilitated team meetings to ensure clear communication across teams
- Communicated client notes, schedule changes, and potential obstacles to artists and supervisors
- Scheduled and distributed work to the artists after weekly meetings with department leads and supervisors
- Compiled and sent daily detailed reports from internal rounds meetings with artists to keep supervisors and production informed
- Maintained Shotgrid and Google Drive databases and spreadsheets up-to-date with shot statuses and project milestones
- Edited monthly reels for crew meetings showcasing work from each department

Feature Animation Senior Production Assistant

November 2021 - May 2023

DNEG Animation - *Nimona* (2023), *Garfield* (2024)

Montréal, QC

- Wrote and distributed detailed meeting notes; updated task and shot statuses in timely manner
- Organized and maintained internal file systems and websites for artists and production teams
- Routinely sent deliveries to the client via FTP, Google Drive, IO, and other internal delivery tools
- Managed both client-facing and internal show calendars

VFX Production Assistant

May 2021 - November 2021

Mr. X - *The Harder They Fall* (2021), *Prey* (2022)

Montréal, QC

- Prepared digital material for delivery to clients and outsource VFX companies
- Worked with Production team to meet tight deadlines, delivering all material and maintaining an accurate and up-to-date database via Excel and ShotGrid
- Communicated with client to ensure statuses of packages and to troubleshoot any daily needs
- Managed the show calendar, documented and distributed all notes from meetings

Stop-Motion Intern

August 2019 - January 2021

Hey Maca Inc.

Montréal, QC

- Animated and composited stop-motion content for brand deals and advertisements, exporting in required formats
- Edited video content for clients and brand deals
- Animated frame-by-frame 2D gifs for blog posts and video content

Intern

September 2016 - June 2017

Definition 6

New York, NY

- Designed in-house content such as PowerPoint templates, nameplates, and business cards
- Produced and edited web and print advertisements, icon designs for clients using the Adobe Suite
- Developed and continuously edited the company Style Guide during its rebranding
- Edited new company website designs, all while under tight deadlines

EDUCATION

Concordia University | BFA, Major in Film Animation, Minor in French Language

May 2021

- Jury Coordinator for 46th Concordia Film Festival, North America's longest running student-led film festival
- GPA: 3.8

Montréal, QC

Swinburne University of Technology | Exchange Semester, Animation track

Spring 2020

Melbourne, Australia

SKILLS

Animation: TV Paint, ToonBoom Harmony, After Effects, Dragonframe, Procreate, Storyboard Pro

Video/Sound Editing: Premiere Pro, ProTools, Audacity, Avid, Final Cut Pro

Adobe Suite: Photoshop (ACA Certification), InDesign (ACA Certification), Illustrator

Autodesk: ShotGrid, AutoCAD

Office Skills: Word, PowerPoint, Excel, Teams, Zoom

Languages: English, French (advanced)

