

ABOUT ME

Innovative and detail-oriented production professional with three years of experience working within project management at a creative robotics fabrication firm whose creations can be seen at Disney (World, Land, Paris, Shanghai, Tokyo, Hong Kong, and Cruise Lines), Universal (Orlando, Hollywood, Japan, Beijing), Warner Bros World Abu Dhabi, Feld (Jurassic World Live and Sesame Street Live Tours) and Victory Hill Exhibitions (Jurassic World: The Movie Exhibition). Experienced in handling significant (1 to 3-year turnaround) to small (1-month turnaround) projects and currently en route to receiving PMP certification.

SKILLS



MICROSOFT EXCEL



MICROSOFT POWERPOINT



MICROSOFT WORD



MICROSOFT PROJECT



MICROSOFT SHAREPOINT



MICROSOFT OUTLOOK



MICROSOFT VISIO



MICROSOFT TEAMS



GOOGLE WORKSPACE



PAYCOR



MARKETING



CUSTOMER SERVICE



AUTOCAD



SOLIDWORKS EDRAWINGS



SKETCHUP

EXPERIENCE

ANIMAX DESIGNS

Documentation Manager
Jun 2017-Apr 2020

Animax Designs is a creative robotics fabrication firm known for creating animatronic characters utilizing cutting-edge technology and craftsmanship. Animax serves some of the largest operators in the world of themed entertainment, live attractions, and location-based entertainment.

Responsibilities:

Oversaw numerous aspects of both internal and external documentation. Duties began on the kickoff of a project, managing the in-house engineering/fabrication departments' documentation process, delegating needed coordination, maintaining quality control, and then writing/updating the final record. This work continued throughout the entire build, maintaining written and chronological photo/video documentation of builds as part of the progress reports, documentation deliverables and concluded with the production of comprehensive operations and maintenance manuals.

Additional responsibilities:

- Developed client-facing presentations and status reports illustrating weekly, monthly, and project phase-based development.
- Lead the documentation quality assurance program. All project-based documentation had to pass through quality control before being released to clients to ensure that everything was run in compliance with the companies' and client's requirements.
- Ensured documents, updates, and plans were thorough, up-to-date, organized, and stored appropriately in the project folder on the company server/SharePoint throughout the project's duration.
- Assisted the project management team in developing project timelines, resource schedules, equipment requirements, budgets, and estimates for prospective jobs.
- Maintained project inventory and QA/QC on all incoming and outgoing refurbishment projects. Records needed to be exceedingly detailed for insurance purposes.
- Ran meetings, prepared agendas, distributed notes, and followed up on decisions/action items from meetings.
- Worked as offsite support to installation teams in the field, assessing immediate issues, providing support, answers, and equipment as needed.
- Worked with vendors to budget new equipment and supplies.

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ADOBE
ACROBAT PRO



ADOBE
AFTER EFFECTS



ADOBE
ILLUSTRATOR



ADOBE
INDESIGN



ADOBE
PHOTOSHOP



ADOBE
PREMIERE



TECHNICAL
WRITING



GRAPHIC
DESIGN



VENDOR
MANAGEMENT



PROJECT
MANAGEMENT



LEADERSHIP



COMMUNICATION



PUBLIC
SPEAKING



TEAMWORK



TIME
MANAGEMENT

EDUCATION

UNIVERSITY OF
CONNECTICUT
BFA



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- Undertook management of special projects, infrastructure, research, and planning efforts as requested.
- Oversaw and managed inventory of internal photo/film studio for product and client approval shoots.
- Provided IT support for various operating systems (Windows, Mac), mobile technology (iPhone, Android, iPad), and software (Microsoft Office, Adobe Creative Suite).
- Authored and distributed project documentation, including the scope of work, install guides, inspection/maintenance reports (daily, weekly, monthly, and yearly), maintenance and repair procedures (figure finish, mechanical, electrical, etc.), general care/cleaning guides, troubleshooting guides, and all prescribed preventative/corrective maintenance documents.

Achievements:

- Orchestrated 16 extensive (1-3 year) projects from kickoff to delivery and 20+ refurbishment-based projects with international clients, including Disney, Universal Studios, Warner Brothers, Nickelodeon, Victory Hill Exhibitions, and Feld.
- Standardized the systems of documentation and communication between the numerous departments within the organization.
- Modernized and implemented client/IP (intellectual property) holder approval process.

WORKPLACE RESOURCE

Design Librarian
Mar 2015-Apr 2017

Workplace Resource is a commercial interior design firm/ high-end furniture dealership.

Responsibilities:

Designed bid proposal packages and supporting promotional materials for the sales staff. Worked with vendors to update and curate holdings of finishes, textiles, and marketing materials.

- Provided a high level of customer service to staff, vendors, business partners, and guests while also acting as the client interface.
- Assisted project management team on the early project phases with creating responses to RFI's, RFQ's, and RFP's.
- Maintained a directory of customers, suppliers, contractors, and subcontractors.

JOSH KIGNER DESIGN

Designer
2013-2017

Freelance production design

- Live Event/Exhibit Design
- Custom Fabrication
- Graphic/Print Design
- CAD Design