

ABOUT ME

I'm a multi-hatted production professional with five years' experience working at various design firms with internal small-batch manufacturing facilities.

SKILLS



EDUCATION

UNIVERSITY OF
CONNECTICUT
BFA



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 included:

Oversaw numerous aspects of both internal and external documentation. Duties began on the kickoff of a project, managing each department's documentation process, assisting and delegating needed coordination, and then writing/updating the final record. This work continued through 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 included:

- Writing/creating graphics for end-user documentation/in-house logistics documentation/sales presentation materials/project proposals/client-facing progress reports.
- Managing both the digital and physical asset resource library.
- Preparing estimates and proposals for prospective jobs.
- Providing documentation-based solutions to gaps found in the production process.

Achievements:

- Orchestrated 16 extensive projects from kickoff to delivery with international clients, including Disney, Universal Studios, Warner Brothers, Feld, and Nickelodeon.
- Standardized the systems of documentation and communication between the numerous departments within the organization.

WORKPLACE RESOURCE

Design Librarian
Mar 2015-Apr 2017

Workplace Resource is a commercial interior design firm/high-end furniture dealership providing superior service to its corporate, academic, and design industry clients throughout Massachusetts.

Responsibilities included:

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.