

Megan Swanson

Production Coordinator

CONTACT

██████████, CA

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www.meganswansonmedia.com

PROFILE

As an animated production coordinator professional, I am committed to amazing, over the top, energetic energy on every project. My day to day motto is "If you can dream it, you can do it!". I appeared on Netflix's Nailed It, Season 1, Episode 4 as a baker! Currently a member of Women in Animation and Women in Film. Both professional and personal interests in animation, and live action films. Let's Make Magic!

WORK EXPERIENCE

Production Coordinator – Volunteer Position

Signing Animation Studios / October 2020 - Present

- Manage the Kickstarter for "Liftoff"
- Assist the Producer on various tasks
- Manage the workflow between departments

Production Coordinator

Scorpion Internet Marketing / March 2019 – April 2020

- Developed & Coordinated productions: Commercials, Talk Shows, Reality Shows, Podcasts, Corporate promotions, and Client promotions
- Managed over 3 million dollars in production value in a year.
- Managed the workflow of various departments in studios

Assistant Marketing Manager

Scorpion Internet Marketing / November 2017 – March 2019

- Assisted a team of 12 Marketing Managers
- Assisted with proactive tasks and projects to ensure the client and the team goals were met.
- Assisted the VP of the team with research, to track growth and loss, to set team and individual goals.
- Assisted the team in exceeding 24 million dollars in revenue.
- Trained 15 assistants and managers.

Production Coordinator

Light Iron, LLC / October '15, April - August '16, April - August '17,

- Coordinated and Line Produced for the Millennium DXL camera reels
 - Hired crew, created schedules, processed payroll, created script breakdowns, coordinated equipment and prop rentals
 - Utilized helicopters, Russian Arms, and drones during production
- Footage was shown at the 2016 and 2017 CineGear Expo for Panavision, debuting the Millennium DXL

Production Assistant

Collins Avenue / February 2016 – August 2017

- Assisted the Clearance Coordinator with paperwork and continuity review.
- Assisted with runs, set ups, breakdowns, cleaning the dance studio
- Assisted Talent(s) with getting into spot on time. (Dance Moms Cast)
- Drove Travel Van to locations for competitions.

Production Manager/Associate Producer/Program Director

Dreaming Tree Films / June 2009 – August 2015

- Secured Sponsorship/Partnerships with United Way, Boys and Girls Club of America, Subway, Mary Kay, and more.
- Directed their nonprofit program for kids, Fresh-Films.
- Developed Scripts, content, and reviewed script submissions
- Coordinated crew and talent and their travels.
- Managed the production office, process payroll.
- Assisted the social team with media campaigns.

*Emmy Nominated Team, and PSA aired during the 2012 Super Bowl in San Francisco, CA.

EDUCATION

Bachelor of Arts: Digital Cinema

DePaul University

2014

AWARDS

Employee of the Month

Scorpion | 3x

National Miss Amazing, INC

August 2017 – August 2018

California Miss Amazing, INC

June 2017 – June 2018

SKILLS

- Problem solving skills
- Numeracy skills
- Verbal communication
- Strong customer service
- Self-motivation
- Motivational Skills
- Communication
- Highly organized and efficient
- Ability to work in a team

EXPERTIZE

- Adobe Illustrator
- Adobe Photoshop
- Adobe Premiere
- Microsoft
- Google Suites
- ShotGun
- Monday.com
- Slack

REFERENCE

Cheryl McRae

Corporate Marketing Director at Scorpion

Phone ██████████

Email: ██████████

Nakiya Ramsey

Production Finance at A+E Studios

Phone ██████████

Aila Holley

Producer at light Iron, LLC

Phone ██████████

Email: AILAHOLLEY@GMAIL.COM

Melanie Badger

Senior Graphic Artist/Animator

Phone ██████████

Email: ██████████

Intern – Film Festival Assistant

Facets Multimedia

2013 Festival

Intern – Entertainer

Walt Disney World Resort

January 2011 - January 2013