



Melissa Mae Spearman Production Manager

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Website:
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Skills:
Autodesk Shotgun
BOX Cloud Server
Zoom Remote Video Conferencing
All Microsoft Business Software
All Google Software
Autodesk Maya
Houdini Indie
All Adobe CC Creative Suite Software
Clip Studio Paint
Reallusion Character Creator 3
Final Draft 11
Zbrush

Education:
Academy of Art University
School of Animation & Visual Effects
San Francisco, CA
Bachelor of Fine Arts, emphasis in Producing for Animation

Profile

Melissa is an Art Consultant and Production Manager who is experienced in managing large teams of artists, adept at fostering positive working relationships with clients, and specializes in creating high-quality film and television series that all audiences can enjoy and learn from.

Experience

Future House Studios Pleasant Grove, Utah

Production Assistant

- Created the customized organizational system for 5 film, television, and video game projects on Shotgun.
- Supported the creative efforts of my teammates by uploading, organizing, and keeping track of the current status of the project-related files that they created using Shotgun.
- Scheduled remote meetings and dailies sessions with my teammates using Google's Meet, Sheets, and Calendar software.
- Used Google Sheets to create a document to breakdown and keep track of the timestamps, frame duration, and the total number of VFX shots that would go into a complex live-action/rotoscoping animation project.
- Researched software features and capabilities to help streamline the production pipeline for projects that featured motion-capture animation.

AAU StudioX San Francisco, CA

Lead Producer

- Managed a team of 37 composers and VFX artists on three feature films and one set of student award show bumpers entirely through a virtual production pipeline.
- Responsible for organizing shots, VFX assets, dailies playlists, and maintaining close contact with project clients while under the supervision of StudioX's Head of Production, Sasha Korellis.
- Facilitated communication between production crew and clients to improve set goals, resolve issues, and improve production quality.

Doonie's Seafood Doonie's Seafood

Character designer

- Designed seven mascot characters that were used to promote a local restaurant.

Qualifications

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|-----------------------|---------------|-------------------|
| Production Management | Video Editing | Video Compositing |
| 3D Animation | 2D Animation | Concept Design |
| 3D Modeling | 3D Rigging | 3D Texturing |
| Budgeting | Storyboarding | Script Writing |
| Multitasking | Researching | Scheduling |
| Leadership | Communication | Troubleshooting |

Referrals

Sasha Korellis – Head of Production
Phone: 415-740-5529
Catherine Tate – VFX Supervisor
Phone: 415-618-3909