



Melissa Mae Spearman

Production Manager



Profile

Versatile production manager experienced in managing large teams of artists, adept at fostering positive working relationships with clients, and specialized in creating high-quality film and television series that all audiences can enjoy and learn from.

Experience

Production Assistant Future House Studios / 2021-Present

- Create a customized organizational system for five film, television, and video game projects on Shotgun.
- Support the creative efforts of the team by uploading, organizing, and keeping track of the current status of the project-related files.
- Schedule remote meetings and dailies sessions using Google's Meet, Sheets, and Calendar software. Create a document to break down and keep track of the timestamps, frame duration, and the total number of VFX shots that go into a complex live-action/rotoscoping animation project.
- Research software features and capabilities to help streamline the production pipeline for projects that feature motion-capture animation.

Lead Producer StudioX / 2019-2020

- Managed a team of 37 compositors and VFX artists on three feature films and one set of 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 working under the supervision of Head of Production, Sasha Korellis.
- Facilitated communication between production crew and clients to improve set goals, resolve issues, and improve production quality.

Projects included:

- Lead producer for the 2021 Sundance Film Festival selected feature film, *Strawberry Mansion*, by Albert Birney and Kentucker Audley.
- Worked as a production assistant before getting promoted to lead producer for the sci-fi drama feature film, 001, by Davis Chang.
- Production assistant for the sci-fi comedy feature film, *White Space*, by Bastiaan Koch.
- Production assistant for the 2020 Spring Show Awards.

Contact

(415) 295-2082
mmspear@charter.net
www.trobairitzmedia.com/
Pinson, AL

Education

BFA Animation & Visual Effects

Production Management

Academy of Art University
San Francisco / 2021

Skills

Production Management

File/Asset Organization
Budget Management
Research & Development
Complex Scheduling
Troubleshooting

Animation

Storyboard & Concept Design
2D/3D Animation & Modeling
Video Editing/Compositing/Rigging
Script Writing

Interpersonal Skills

Team Leadership
Communication
Time Management
Flexible & Adaptable

Technical Tools

Shotgun	Google Suite
Maya	Final Draft
Houdini	Character Creator
ZBrush	Clip Studio Paint
Photoshop	Box
After Effects	Zoom
Premiere	Discord/Slack
Illustrator	QuickBooks
Bridge	Office/Access
Audition	Media Encoder