



# 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** ScribeConcepts January 2022-May 2023

- Supported key processes for production management and assisted consultants with file processing tasks such as file structure checks, cleanup, and maintenance.
- Scheduled and hosted remote meetings using the software Google Meet, Google Calendar, and Zoom.
- Monitored and wrote status reports on active projects for clients using Monday.com, Google Docs, Smartsheet, and Slack.
- Worked with the head of the editorial department to develop checklists for contracted style editors and copy editors to work from.
- Oversaw file deliveries to clients via Gmail.
- Took notes during the company's business meetings.
- Assisted with the development of training materials for future production management employees.

#### **Film Festival Screenplay Reader** Big Apple Film Festival/ August 2021-January 2022

- Read and rated 10 short and feature length screenplays that were submitted as competition entries.
- Watched and rated 7 short films and feature length films that were submitted as competition entries.

#### **Production Assistant** Future House Studios / March-May 2021

- Create a customized organizational system for 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.

### Contact

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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
Monday.com	
Smartsheet	

## **Lead Student Producer** StudioX / 2019-2020

- Managed a team of 37 composers 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.