

Ipek Kirmiziyesil

Senior Production Coordinator

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[LinkedIn](#) / [Github](#)

EXPERIENCE

Atomic Cartoons - Senior Production Coordinator (2D) - Vancouver

May 2023 - September 2023

- Coordinating the Design, Builds, Animation, FX & Compositing departments for *Rocket Saves the Day* on PBS.
- Managing multiple teams and enforcing deadlines.
- Working with ShotGrid to track episodes and upload necessary information from supervisors.
- Using a variety of scripts to ingest assets, upload notes and update task information.
- Consistently updating Slite with necessary internal/ external documents for artists.

Atomic Cartoons - Production Coordinator (3D) - Vancouver

September 2022 - May 2023

- Relaying information to the production team, and coordinating the flow of information between departments.
- Coordinating Layout & Animation departments for *Princess Power* on Netflix.
- Taking notes during meetings and disseminate the information with necessary parties.
- Working with ShotGrid to track episode tasks and upload necessary information from supervisors.
- Ensuring that the teams understand their schedule of work and deliveries are made on time.

Media Monks - Production Assistant - Amsterdam

March 2022 - July 2022

- Assisting with the planning and coordinating shots between a budget of 10K - 80K.
- Preparing documents such as deal memos, NDAs, call sheets, and insurance forms.
- Co-arranging crew members as prominent as 70 people.
- Planning and handling props needed for a shot alongside the art department.
- Assisting with marketing campaigns and project management.

Slim Radio - Videographer /Editor - Amsterdam

April 2021 - July 2022

- Developing concepts and realizing video shots for over 20 up-and-coming artists.
- Operating studio equipment such as DSLR cameras, gimbals, lights, and set décor.
- Editing videos & photos to be posted on YouTube using Adobe Premiere Pro, Photoshop, and Lightroom.
- Creating promotional content such as reels, posts, and stories to be shared on social media platforms.

Subbacultcha - Production Intern - Amsterdam

September 2020 - December 2020

- Coordinating volunteers and assigning tasks to them based on capabilities/ traits.
- Finding marketing solutions for events and realizing them.
- Handling internal and external communication of the organization.
- Producing arts & culture events such as concerts, exhibitions, dinners, and open mics.

EDUCATION

September 2019 to July 2022

The University of Amsterdam - (BA) Media and Culture

September 2021 to February 2022

University of Amsterdam - (Minor) Entrepreneurship

2022 Summer Bootcamp

INCAS Training - Summer of Unreal (Unreal Engine 5)

SKILLS

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|-----------------------|------------------------|-------------------------------------|
| - ShotGrid | - Maya, Blender | - Turkish, English, French, Italian |
| - Python | - HTML, JavaScript | - Creative Videography/ Photography |
| - Linux, Windows, Mac | - Adobe Creative Cloud | - Video Editing |
| - Slite, Confluence | - Nuke | - Digital Marketing |
| - Wiki, Jira | - Excel | - Project Management |