

# Jake Learman

## VFX Production Coordinator

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A creative and driven individual with experience supporting VFX and production teams looking to move into more hands-on and creative roles. I pride myself on my organisational skills and punctuality.

## Work Experience

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- Cinesite**  
VFX Production Coordinator

London  
April 2023 - Present

Managing and coordinating the schedule and workload of VFX artist to ensure the work is delivered in a correct and timely manner
- Cinesite**  
VFX Production Assistant

London  
January 2023 - April 2023

Supporting the production team in order to deliver various shows.  
Credits include:  
- Hijack (Apple TV+ Series)
- Freelance**  
Production Assistant/Runner

London  
September 2022 - December 2022

Working as a Production Assistant and runner on various short and independent productions.
- The Third Floor Inc.**  
Facilities Coordinator

London  
November 2021 - September 2022

Office management, coordinating office calendars, meeting clients and guests, company communication, production document maintenance and multiple meeting room management.
- The Third Floor Inc.**  
Runner

London  
July 2021 - November 2021

Mainly consisted of transporting equipment to and from various sets and the company's various offices and storage facilities to ensure that the virtual production teams were able to work on set.
- The Entertainer**  
Customer Service Assistant

Watford  
October 2019 - July 2021

Working at a retail store has greatly developed my communication and inter-personal skills. This job opportunity has given me a chance to enhance my ability to think on the spot and solve problems efficiently.

## Skills

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- **Software Skills:** Microsoft Office (Advanced), Google Suite (Advanced), Studio Binder (Intermediate), Adobe Suite (Intermediate), Final Draft (Intermediate), Da Vinci Resolve (Intermediate), Ftrack (Intermediate).
- **Other Skills:** Experience using DSLR camera to shoot both stills and video, hobbyist script writer and guitarist.

## Education

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- **University of Nottingham**  
*BSc Hons Computer Science*

**Nottingham**  
*2016-2019*

Reference details are available upon request.