

Kevin Casas

Production Coordinator

Email

kevincasas027@gmail.com

Phone

(956) 832-8957

EXPERIENCE

• Flying Bark Productions LA

Asset Design Coordinator (Oct 2025 - Present)

- Monitors the progress of over 12 artists to ensure assignments are delivered on schedule.
- Supervises daily launches and check-ins with all artists alongside the design leads.
- Facilitates weekly meetings with the creative executives and producers to review designs.
- Tracks the delivery of CG asset models from the vendor studio at each stage of production, making sure they are completed on schedule.
- Coordinates reviews for the leads and EPs to review model, rigging, and surfacing updates from the vendor studio and delivers feedback in a timely manner.

• Nickelodeon Animation Studios

Episodic Production Coordinator (Feb 2022 - Sept 2025)

- Managed up to 7 episodes concurrently at various stages of pre-production and production, ensuring the high-quality standards of the show are consistently maintained.
- Coordinated all aspects of an episode from script breakdown to post-production delivery, utilizing Shotgrid, Excel, and Trello to track an average of 450 shots per episode.
- Supervised and delegates assignments to department PAs, working closely with them to prioritize tasks while also training them in the tools and methodologies of the production.
- Maintained the production calendar for the team in Outlook and schedules meetings with the EPs and Directors to discuss their feedback for each stage of animation.
- Collaborated daily with multiple in-house teams and overseas vendor studios, providing updates and expectations to stay on schedule and ensure timely delivery of shipments.
- Anticipated potential delays in the pipeline and provides clear status updates to production leadership, proposing solutions to avoid impacts to the budget & schedule.
- Supported the Design team when needed by maintaining asset trackers for each stage of the CG pipeline and facilitating reviews with the Art Director and design leads.
- Assisted with Script Coordinator tasks, such as taking notes in the writer's room, conforming and distributing scripts, and preparing cue sheets for record sessions.

• Episodic Production Assistant (Mar 2021 - Feb 2022)

- Collaborated with an Episodic Coordinator to maintain the information in Shotgrid for asset callouts, notes, and scene details for each shot in an episode.
- Transcribed and distributed detailed notes from meetings with Design, Animation and Story Directors, and EPs to ensure all relevant information was delivered to the team.
- Introduced & integrated Excel Shot Tracking Templates to the Episodic Production team's workflow, significantly improving overall performance and reliability of data organization.

• Techstars Impact

Design Associate (Jul 2019 - Oct 2019)

- Designed pitch decks and one-pagers for 10 impact-driven startups to present during investor meetings for the purpose of raising funds.
- Transcribed detailed notes for CEOs during mentor and investor meetings.
- Assisted the Program Manager with administrative duties and anticipated the needs of the office by preparing meeting rooms and arranging mentor schedules for each day.

SKILLS

- Autodesk Flow (Shotgrid)
- Filemaker Pro
- Storyboard Pro
- Gmail Calendar
- Outlook Calendar
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Photoshop
- Adobe Premiere Pro
- Script Coverage
- Final Draft
- Trello

INTERESTS

- TTRPGs (D&D)
- Board Games
- Graphic Novels
- Screenwriting
- Video Production
- Book Binding