

Luisa Muniz

Vancouver, BC

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Experienced Production Coordinator skilled in scheduling, budgeting, day-to-day management, staffing and high-level planning. Versatile in different areas of the entertainment industry with a particular focus on the development and application of new technologies.

WORK EXPERIENCE

Walt Disney Animation Studios • Vancouver, Canada 05/2022 - Present

Production Coordinator

- Coordinated characters, technical animation, and effects departments. Budgeted and planned development time, scheduled and ran meetings, and facilitated check-ins and feedback sessions.
- Successfully delivered all new characters for Moana 2 (2024) with a newly hired team of 30 artists while learning the modern Disney animation pipeline.
- As one of the first 30 of 400 new employees in Vancouver, I was hired to help build a studio delivering quality content intended for the global market.
- I onboarding new team members on the Disney pipeline and helped create a strong studio culture beyond my day-to-day work which included Halloween events, coordinating lunches, interdepartmental knowledge sharing, and more.

Production Supervisor

- Temporarily promoted to a supervisor position in the Character department. I was the point person for any character-related questions from schedule to budget to setting up a plan for hypothetical scenarios that could come up in new versions of the story and many other tasks.

ScanlineVFX (Netflix) • Vancouver, Canada • 12/2021 - 03/2022

Virtual Production Coordinator

- Helped incorporate Virtual Production into the new Scanline VFX pipeline which was recently acquired by Netflix. Facilitated interdepartmental conversations and strategized solutions for the evolving technology.

Electronic Arts • Vancouver, Canada • 09/2019 - 12/2021

Capture Assistant Producer

- Coordinated Motion Capture acquisition. Worked directly with animation directors for FIFA, NHL, MADDEN, UFC, Dragon Age and many others. Helped facilitate communication with our stage crew and supported their on-set needs. Prepared the

stage two weeks out from our shoot making sure props, lunches, paperwork equipment and more were ready for the shooting day.

AG Films • Lisboa, Portugal

Production Assistant • 05/2018 – 06/2018

- Assisted in production activities while building my international network during my studies.

Faction Films • London, UK

Production Assistant • 04/2018 – 05/2018

- Transcribed raw footage and prepped editorial material for documentaries

Zig Zag • London, UK

Production Assistant • 02/2018 – 03/2018

- Translated raw footage from Portuguese and Spanish to English for the onsite editor

EDUCATION

- Bachelor's Degree in Motion Picture Arts Capilano University • Vancouver, Canada
- International Exchange to University of Hertfordshire • Hatfield, England

PROJECTS

- Unannounced Disney Project (2025) • Walt Disney Animation Studios
- [Moana 2](#) (2024) • Walt Disney Animation Studios
- [Mr. James is Dead](#) (2020) • Independent
- [Flora and Ulysses](#) (2020) • Disney+

LANGUAGES

- Beginner in Italian
- Fluent in English
- Fluent in Portuguese
- Fluent in Spanish