

Rebekah Villon
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Objective:

To align strong creative teams with visionary clients and support awesome projects.

Experience:

2008 – March 2011: Producer, ADi
2100 NW 22nd Ave Suite A Portland 97210 503.227.5914

As producer, I managed all projects from conception to completion, including creating all budgets and schedules. ADi typically has 6-10 projects in production concurrently, and I acted as the primary point of client contact and internal and external communication, keeping all projects moving forward on time and on budget. In addition, I managed vendors, answered the phone, shipping, mail, office supplies, etc. I was instrumental in starting the company blog, and implementing new project management software and processes.

2007 – 2008: Production Coordinator, ADi
2100 NW 22nd Ave Suite A Portland 97210 503.227.5914

Create budgets and schedules for every project. Act as the primary point of contact for clients, managing external and internal communication.

2006 – 2007: Reception Coordinator, Laika
1621 NW 21st Portland 97210 503.225.1130

Greet all guests to the LJC building, answer incoming phone calls, orient new employees, serve on the Safety Committee, act as morale officer.

2003 – 2006: Operations Coordinator, Inclusion Inc.
3608 SE Powell Portland OR 97202 503.232.2289

Responsible for all technology purchasing, ongoing maintenance, and policy and procedures. Responsible for monthly fiscal processing of employee and vendor transactions for 450+ customers, ensuring accuracy in tax and budgeting, reporting to and reconciling with multiple external agencies. Created new contractor orientation and fiscal guidelines which were implemented statewide.

Other Experience:

Founder, BeTween PDX independent animator unconference, May 2010 and 2011
Board member, ASIFA Portland, 2009 – present. Currently President of the chapter.
Board member, Cascade Siggraph, 2007 – 2009

Education:

BS, Media Arts and Animation, Art Institute of Portland, 2006
Philosophy major, Loyola University New Orleans, 1993-1994

My producer reel is available at: http://youtu.be/iwUg_MKXOx8

References available upon request.