# Jill Salaver

Data Analyst

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## SKILLS

- Microsoft: Excel, Word, Powerpoint
- SQL (MS Server, MySQL)
- Tableau
- Google: Docs, Sheets, Drive
- Analytical problem-solving
- Critical thinking
- Process improvement
- Collaborative teamwork

- Adobe: Illustrator, Photoshop, InDesign, Acrobat
- Airtable, Dropbox, Box
- Apple: Pages, Numbers, Keynote
- Zoom, Slack
- Data visualization
- Storytelling
- Database management
- Project management

## PROFESSIONAL EXPERIENCE

**Art Department Coordinator** ▪ Freelance                                        May 2012–Present

- Managed art department teams on over 30 high-profile TV shows and films, including: The Good Place, Terminator: Dark Fate, Key & Peele, American Horror Story, Perry Mason and Silicon Valley.
- Collaborated with designers and art directors by developing a detailed project plan and creative expectations for an ambitious project with tight deadlines, resulting in a nomination for an Emmy award.
- Developed an organizational system for an extensive asset database to better visualize inventory and save 10 hours per week in manual research.
- Managed project budgets ranging from $250,000 - $1M, ensuring that all projects were completed on time, within budget and to high-quality standards.
- Adapted to a significant timeline reduction of 2 weeks to 3 days by collaborating with multiple department heads to identify critical tasks and optimize resource allocation, contributing to a cost savings of over $700K.

**Production Coordinator** ▪ Freelance                                        January 2008–December 2011

- Improved efficiency in asset and documentation management by 20% by developing standard procedures and maintaining a well-organized database.
- Facilitated logistics for weekly table reads, such as catering, parking and documentation for 50+ people, including actors, crew members and network executives.
- Collaborated cross-functionally with teams ranging from 150 - 300 people, across 15+ departments building positive relationships and maintaining clear lines of communication.
- Prepared and distributed clear, concise and easy-to-understand schedules, script revisions and daily progress reports, enhancing project transparency and resulting in a 20% increase in operational efficiency.

## EDUCATION

**Bachelor of Arts: History** ▪ University of California, Irvine