

# **STEPHANIE MEYER**

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**408-772-9101**

## **WORK EXPERIENCE**

### **Joe Rothenberg Animation**

January 2017 – Present

*Production Coordinator*

Coordinated between clients & animation team to complete animated shorts & commercials. Hired talent for projects. Assisted in marketing & client acquisition. Created & tracked production schedules in Trello, Google Calendar, and Freedcamp. Drafted contracts. Organized, updated, and archived company paperwork and documentation.

### **Joe Rothenberg Animation**

July 2016 – August 2016

*Animator*

Animated sprites in Photoshop for the game *A King's Tale: Final Fantasy XV*. Used Telegram & Dropbox to coordinate with team, manage, and deliver assets.

### **My Digital Health Network**

July 2013 – Sept 2016

*Project Manager/UX Designer*

Coordinated between software development team and clients to complete an Android Application to help Heart and Diabetes patients track health. Distributed and scheduled tasks & helped team continue progress using Redmine. Created User Interface design in Photoshop. Tested software on Nexus tablets.

### **Comcast – Sports App**

April 2014 – August 2014

*Project Manager*

Coordinated between developers and client to complete Sports App World Cup update for XFINITY set-top boxes. Distributed and prioritized tasks in Rally.

### **Lingraphica – AllTalk & SmallTalk**

January 2013 – October 2014

*Project Manager/Quality Assurance*

Coordinated between overseas software development team and on-shore clients to complete Software project to aid Stroke victims. Coordinated meetings/discussions between Developers & Client on Basecamp & Skype. Created Test Plan in Microsoft Word. Distributed/tracked tasks on Pivotal Tracker.

### **“Rage Quest” – USC Thesis Film**

January 2011 – May 2012

*Producer/Writer/Director*

Wrote, directed, storyboarded, and animated thesis film, “Rage Quest.” Collaborated and directed voice actors, sound designers, and a composer. Created production schedules and kept a blog of progress.

### **Starz Media, Film Roman division**

May 2011 - August 2011

*Production Assistant*

Provided assistance to crew of the show “Dan Vs.” Organized and archived files and assets. Prepared assets for coloring and cleanup in Photoshop, Illustrator, and Flash. Photocopied, highlighted, and distributed scripts for table reads. Transcribed episode audio to text for subtitles. Performed miscellaneous administrative tasks (handled shipping, gift wrapping, etc.)

## **SKILLS**

- |  |   |                                      |
|--|---|--------------------------------------|
| ▶ Mac & PC                             | ▶ Adobe Master Suite -                        | ▶ File Maker Pro                     |
| ▶ Microsoft Office -                   | <i>(Photoshop, AfterEffects, Flash, etc.)</i> | ▶ Maya (Basic Knowledge)             |
| <i>(Word, Powerpoint, &amp; Excel)</i> | ▶ Data Entry & Typing (100 WPM)               | ▶ File Maintenance & Organization    |
| ▶ Google Drive & Apps                  | ▶ Project/Product Management                  | ▶ Schedule Creation & Prioritization |

## **EDUCATION**

**University of Southern California, School of Cinematic Arts, Class of 2012.**

**2008 – 2012**

B.A., Animation and Digital Arts.