

PATRICIA BURGESS

86-14 63rd Dr, 1st FL, Rego Park, NY 11374 • (917) 386-3202 • PATLBURGESS@GMAIL.COM

SUMMARY

Project management professional with formal education in Animation, and over nine years of experience in the Television, Advertising, and Creative Management industries. A resourceful and efficient coordinator who is known for finding a way to get the job done with a great attitude. Possesses a keen ability to communicate effectively with team members, management, vendors and clients.

EXPERIENCE

FREELANCE PRODUCTION

Production Manager, 2014-Present

Production Coordinator, 2010-Present

- Previous clients include **Sprout/NBC Universal, EightVFX, 1st Avenue Machine, Trollback + Co, Red Car NY, The Productive, and The Napoleon Group.**
- Defined overall scope and objectives of each project by breaking down client requests and identifying resource requirements.
- Managed teams of artists and communicated directly with creatives to ensure project integrity.
- Assisted with budget implementation and tracking, worked closely with teams to identify risks, and communicated project status and timeline on a regular basis, both to client and internal teams.

KOKO ART AGENCY

STAFF: Artist Agent & representative, 2015- 2016

- Defined overall scope and objectives of each project by breaking down client requests and clearly defining the proper production processes, to accommodate both artist & client.
- Managed projects from the initial bid through final delivery. Worked closely in communicating with artists and clients, to achieve the optimal results for each project's execution.
- Submitted invoices in a timely manner, and followed up on their status with vendors to ensure payment
- Maintained company social media presence on Facebook, Instagram and Pinterest, and maintained company website via Squarespace.

GRAVITY

STAFF: Production Coordinator, 2013 - 2014

- Tracked notes and ensured all client and directorial notes were executed.
- Managed assets for jobs and pitches.
- Implemented and maintained all resource schedules, including billing, insurance and logistics coordination.
- Processed invoices, and reported all budget versus actual costs for individual commercial spots.
- Communicated project risks and worked with team to implement a mitigation plan before occurrence
- Performed technical support tasks such as: edit adjustments, prepared creative presentations, maintained quality control of client submissions, and uploaded projects for client review and approval.

CURIOUS PICTURES, “NFL Rush Zone: Guardians of the Core”

SERIES FREELANCE: *Production Coordinator, 2010*

- Managed a team of artists and ensured schedule integrity.
- Maintained a library of Flash assets for production
- Created and maintained production tracking documents.
- Coordinated scripts and design approvals, tracked notes and ensured timely execution
- Booked artists, maintained personnel tracking documents & contact sheets

TV BOY

STAFF: *Production Coordinator, 2012 - 2013*

- Using Google Calendars, managed calendars and maintained office schedule for all staff.
- Tracked all resource schedules, while also maintaining resource documents and contact sheets.
- Managed crew hours and timesheet process for 35 resources; processed biweekly payroll
- Reported budget versus actual costs.

VIACOM/NICK, JR., “The Backyardigans”

STAFF: *Production Associate, 2009 – 2010*

- Promoted to Production Associate from Production Assistant based on job performance.
- Maintained director’s weekly schedule.
- Provided research support; prepared for story research trips and managed equipment.
- Managed design approvals; tracked notes and insured execution.
- Managed inventory for brand merchandise.

STAFF: *Production Assistant, 2008 - 2009*

- Provided research support; prepared for story research trips and managed equipment process.
- Shot and edited live action footage to submit to the animators for visual reference
- Coordinated deliverables for final network delivery, and broadcast.

SKILLS AND COMPETENCIES

- Strong knowledge of end-to-end production and creative methodology, including final delivery to a network or
- Experienced in global production, partnering with international vendors to deliver content worldwide.
- Self motivated with a flexible attitude and ability to adapt quickly to change.
- Proven ability to stay within approved budgets and schedules while achieving project objectives.
- Familiar with the following programs & technologies:
 - Adobe Creative Cloud (Photoshop, Illustrator, Flash, After Effects, Premiere), MS Office, Final Cut 7, Interdubs, Squarespace. Google Business, Dropbox & cloud storage, Intuit QuickBooks, ScheduAll.

EDUCATION

THE SCHOOL OF VISUAL ARTS, Graduated 2007

Bachelor of Fine Arts in Animation