



SOPHIA BROWN

Art Production Coordinator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Asset Management



10

Storyboarding



7

File Organization



7

3d Modeling



7

Print Production



8

Digital Illustration



9

🎯 INTERESTS

- 🔧 DIY Projects
- ✂️ Crafting
- 🧘 Meditation
- 🏛️ History

👊 STRENGTHS

- 🌱 Humility
- 💡 Innovation
- 👁️ Insightfulness
- ✅ Integrity

🗣️ LANGUAGES



English



Polish



Spanish

🌟 ACHIEVEMENTS

- 🌟 Successfully coordinated over 15 multimedia projects, enhancing overall production efficiency by 30%.
- 🌟 Implemented new logistical tracking systems, reducing equipment setup time by 25%.

👤 PROFESSIONAL SUMMARY

Dedicated Art Production Coordinator with 5 years of experience orchestrating seamless production processes across various media projects. Proven ability to manage logistics, coordinate team efforts, and enhance workflow efficiency. Passionate about fostering collaborative environments and ensuring high-quality art production from inception to completion.

💼 WORK EXPERIENCE

Art Production Coordinator

📅 Mar / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

- Coordinated logistics for multiple art projects, ensuring timely delivery of materials and resources.
- Collaborated with production teams to develop and maintain project schedules.
- Assisted in set design and preparation, ensuring alignment with creative vision.
- Managed communication between departments to streamline production processes.
- Tracked project milestones and reported progress to stakeholders.
- Supported budget management by evaluating and approving expenditures.
- Facilitated team meetings to align goals and address challenges proactively.

Art Production Assistant

📅 Mar / 2020-Mar / 2021

Lakeside Apparel Co

📍 Chicago, IL

- Managed the transportation and setup of production equipment, ensuring readiness for shoots.
- Oversaw the organization of production paperwork and documentation.
- Operated office equipment including copiers and scanners to support administrative tasks.
- Assisted on set with lighting, camera setups, and general production needs.
- Assigned and prioritized tasks within the production team, enhancing workflow efficiency.
- Contributed to creative brainstorming sessions for project development.

🎓 EDUCATION

Bachelor of Arts in Film Production

📅 Mar / 2019-Mar / 2020

University of Southern California

📍 Portland, OR

Focused on production management, art direction, and set design.