

# ANDREA MAYO

## PROFESSIONAL PROFILE



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Coldstream, BC

## EDUCATION

### SIMON FRASER UNIVERSITY

Burnaby, BC  
Master of Digital Media  
2012-2014

### THE ART INSTITUTE OF VANCOUVER

Burnaby, BC  
Diploma in Animation, Art and Design  
2007-2010

### UNIVERSITY OF ALBERTA

Edmonton, AB  
Bachelor of Science  
2002-2006

## SKILLS

Project Management  
Visual Communication  
Data Analysis and Reporting  
Database and Intranet Organization  
Storytelling

## LANGUAGES

**English** - Fluent

**Spanish** - Fluent

**Portuguese** - Intermediate

## SUMMARY

Passionate about improving communication and organizational strategies to assist teams in managing and delivering digital media projects. Adaptable to operating systems, and have a working knowledge of 2D and 3D creative software packages.

## WORK HIGHLIGHTS

### PRODUCTION MANAGER | SR. PRODUCTION COORDINATOR

Atomic Cartoons | 2019 -2025

- Managed a remote crew of 199 members on the 2D animated Netflix series "Oddballs" for Season 1 & 2.
- Coordinated a shared team of Storyboard Artists on a multi-project timeline for Lego Disney Princess Specials.
- Trained Animation Supervisors and production team on improved use of Flow Production Software to streamline workflow on "Molly of Denali" season 1.

### LIGHTING PRODUCTION COORDINATOR

Animal Logic | 2018

- Assisted the Lighting Supervisor on "The Lego Movie 2: The Second Part" with team desk rounds and following up on outstanding assets with the show production teams.

### MOTION EDIT PRODUCTION COORDINATOR

Weta Digital | 2017-2018

- Developed an Excel code to assist Coordinators in ordering Artist names on the SG Dailies Playlist for "Alita: Battle Angel".

### PRODUCTION MANAGER | PRODUCTION COORDINATOR

Bardel Entertainment | 2013 -2017

- Managed CG crew from script to delivery on "Mack & Moxy".
- Created documentation and report documents for Asset Complexity on "Veggie Tales in the House".
- Created a formulaic database to pull overall workload information from 2 different production tracking software.