



ALEAH MCWILLIAMS

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EXPERIENCE

VFX Production Coordinator | Industrial Light & Magic

February 2023 – Present

- Coordinate episode and feature departments relating to client-facing and internal targets.
- Manage department needs including crewing, scheduling, and facilitating communication with supervisors and/or leads and artist.
- Schedule, track and manage assigned work and project progress in Shotgun.
- Communicate priorities, targets and assignments to artists as well as the entire crew. Collaborate with other coordinators and managers to ensure project schedule is on track.
- Mentor and train production assistants and supervise client delivery packaging, tracking, and overall workflow. Dailies and client review note taking

VFX Production Assistant | Industrial Light & Magic

August 2021 – February 2023

- Managed show calendar. Set up of conferences, dailies, meetings, and client reviews.
- Direct correspondence with VFX supervisor, production team and client. Managed daily package ingest, delivery and tracking between clients and external vendors.
- Assisted with as needed show needs including shipping and receiving, dailies playlist prep and note taking, Tophat tagging and submitting tech support tickets .

Visual Design Intern | IBM

May 2021 – August 2021

- Conducted design research including survey creation and user interviews
- Produced design artifacts including personas, journey maps, site maps, wireframes, lo and hi fidelity designs.
- Supported design decisions with user research and prototype testing.
- Presented designs to cross functional teams.

VFX Nuke Intern | Moving Picture Company

February 2021 – March 2021

- *Ayar* (Independent Film)
- Verizon "Reset" (TV Commercial)
- Nissan "Steam" (TV Commercial)
- Nissan "Wind" (TV Commercial)
- *In the Heights* (Feature Film)
- Hulu "Shattered" (TV Commercial)

Freelance Graphic Designer | IDW Entertainment

October 2020 – March 2021

- Provided design support to build out One Sheets, treatments, formats and other materials showcasing the imagery as well as the storyline of IDW Publishing graphic novels, comics and comic strip collections.

SKILLS

- Nuke, RV, Tophat, Shotgun, Aspera, Cinesync, Hyperdrive, Clearview
- Adobe Creative Cloud: Photoshop, Illustrator, InDesign, Premiere Pro & Acrobat
- G Suite, Keynote & Microsoft 365: Word, Excel, PowerPoint, Outlook
- Windows, Linux and macOS

EDUCATION

University of Maryland - College of Arts & Humanities, Class of 2020

B.A. in Studio Art and Graphic Design