

Lizbeth Baker

PRODUCTION COORDINATOR

Summary

Qualified and professional Production Coordinator with three years of experience in the Animation and Visual Effects industry. Team player with an eye for detail. Have attended production meetings/ editorial reviews/ dailies and taken notes. Communicates notes or feedback to other departments as needed.



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[Portfolio Website](#)

Software Skills

- Shotgrid.
- Movie Magic - Scheduling and Budgeting.
- 3D Animation - Autodesk Maya.
- Adobe Photoshop, Adobe Premiere Pro and Adobe After Effects.
- Microsoft Word, Excel and PowerPoint.

Education

ACADEMY OF ART UNIVERSITY, SAN FRANCISCO, CA - BACHELOR'S DEGREE

BFA in Animation & Visual Effects,
emphasis in Production Management

MONTWOOD HIGH SCHOOL, EL PASO, TX — HIGH SCHOOL
DIPLOMA

Language

English (Fluent)

Spanish (Native)

Experience

PRODUCTION MANAGER

Bent Image Lab, - Portland, OR (June 2022 - May 2023)

Harold and The Purple Crayon directed by Carlos Saldanha

- Managed that files are being uploaded and delivered.
- Had constant communication with supervisors, vendors, and artists.

PRODUCTION MANAGER

AAU Studio X - San Francisco, CA (June 2021 - June 2022)

Aurora, Maelstrom, World of Steam, Rat King, and Rosa written and directed by Suha Araj

- Emailed clients about the project's progress and with any questions regarding the art direction.
- Managed online media file transfers and communicated are direction with clients.

PRODUCTION ASSISTANT

AAU Studio X - San Francisco, CA (September 2019 - August 2020)

Coyote's Place and Operation Highjump

- Responsibilities included note-taking, prepping for dailies, calendar maintenance, drafting client emails, and the gathering of research materials in relevance to the project.