

Lizbeth Baker

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[LinkedIn](#)

[Portfolio Website](#)

Production Manager with 2 years of managing a visual/animation team, creating playlist for dailies, and maintaining professional communication with clients. Expertise in Microsoft Excel and Word. Looking to leverage my knowledge and experience into a role as Production Coordinator.

PROFESSIONAL EXPERIENCE

Bent Image Lab,

Production Manager - Upcoming Feature Film

Portland, OR

June 2022–Present

- Organized Shotgrid and Dropbox for the project.
- Managed that files are being uploaded and delivered.
- Had constant communication with supervisors, vendors, and artists.
- Checked naming conventions and resolutions are correct.
- Created an artist guide based on the supervisor's notes.

AAU Studio X,

Production Manager

San Francisco, CA

June 2021 - June 2022

- Emailed clients about the project's progress and with any questions regarding the art direction.
- Assigned multiple shots to artists with animation or VFX direction.
- Worked with multiple softwares such as Autodesk Maya, Unreal Engine and Houdini.

Projects: Rat King, Aurora, Maelstrom, Rosa, and World of Steam.

AAU Studio X,

Production Assistant

San Francisco, CA

Sep. 2019 - August 2020

- Assisted producer, supervisor, clients, and crews with any production needs.
- Responsibilities included note-taking, prepping for dailies, calendar maintenance, drafting client emails, and the gathering of research materials in relevance to the project.

Projects: 001, Operation Highjump, and Coyote's Place.

LANGUAGES

- Spanish (Native)
- English (Fluent)

EDUCATION

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
- Aspera Sending Files