



# Cali Pareja

Production Supervisor | Manager

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## Education

### Bachelor of Fine Arts, Animation

Savannah College of Art and Design (SCAD)  
Atlanta, GA  
2014-2019

## Focus Areas

2D & 3D Production Management  
Feature & Television

## Skills

Scheduling, Budget Management,  
Innovative Problem Solving, Asset Organization,  
Collaboration, Efficient Time Management

## Software

### Shotgun / Shotgun Studio

### Microsoft and Google Suites

### Filemaker Pro

### Media Silo & OpenText

### Adobe Creative Suite

Illustrator, Photoshop, Premier Pro, After Effects

### Autodesk

Maya, Melscripting, Basic Python

### Toonboom Harmony

## Achievements

### Southern Short Film Festival, 2019

Best Student Short Film, Award of Merit

### Atlanta Underground Film Festival, 2019

### Innsbruck Nature Festival, 2019

### SCAD Atlantamation, 2019

### NatureTrack Film Festival, 2020

### Yale Environmental Film Festival, 2020

### Queen Palm Film Festival, 2020

### Animex Awards, 2020

### Utah Film Festival, 2020

### Oxford International Film Festival, 2020

## Volunteering

Angels Among Us - Animal Rescue

## Experience

### Design Coordinator – Nickelodeon Feature, 2021-2021

- Setup file management system & processes for feature film
- Managed file organization of hundreds of assets, utilizing Shotgun for asset management
- Mentored PA and new supervisor on processes and practices

### Production Coordinator – Nickelodeon Television, 2021-2022

- Worked on entire episodes for television series
- Logged credits per episode, and kept track of credit changes
- Utilized Filemaker Pro to schedule, organize, and create assets
- Put together design packages to ship overseas
- Reported to production manager schedule changes and any potential roadblocks before they happen
- Worked closely with a Production Assistant to complete projects

### Show Production Coordinator – SpinVFX., 2021-2021

- Delivered packages and notes to outsource artists
- Acted as the Production Managers second pair of hands
- Organized files & schedules based on expedited VFX process

### Production Coordinator – Bento Box Ent., 2020-2021

- Onboarded and trained artists on the project and pipeline
- Updated and managed over 15 production trackers
- Verified that all aspects of the pipeline were on track
- Scheduled artists to assets to maintain the production schedule
- Organized folder structures to increase efficiency
- Managed communication between artists and the production team, including the director
- Communicated between multiple studios on a daily basis

### Project Coordinator / 3D Rigger – Primal Screen, 2019-2020

- Scheduled client meetings
- Riggered the faces of all new characters, improved older rigs
- Worked in production management organizing assets
- Utilized Shotgun to assign assets and stay on schedule

### Production Manager – “At the Pool”, short film, 2019

- Designed schedules effectively to stay on delivery schedule
- Compiled documents to manage naming conventions, schedules, meeting notes, and film details.

## Other Work Experience

### Customer Service Staff – Publix Supermarket, 2016–2019

Full time employee while studying as a matriculated student

- Directed, managed, and coordinated a team of 20 people
- Developed and implemented a new standard operating procedure for onboarding staff