

Anna Farrell

Animation Production

(858) 603 2898

annafarrellart@gmail.com

[Linkedin](#)

Los Angeles, CA

Experience

Education

Mount Allison University

Bachelor of Arts: Fine Arts;

Minor: Biology, Graduated 2016

Programs

Flow Production Tracking / ShotGrid

Adobe Creative Suite

Microsoft Office

Clip Studio Paint

Airtable

BOX

Microsoft Suite

Storyboard Pro

Final Draft

Skills

Public Speaking / Pitching

Problem Solving

Collaborative

Training

Note Taking

Adaptable

Strong Work Ethic

Time Management

Leadership

Fun Facts

Dinosaur Fanatic

Certified Scuba Diver

Plant Lady

Duel Citizen

Fosters Dogs / Cats

OEM1 Productions

August 2024 - September 2025

Assets & Design Production Manager

- Created, updates, and maintains filing system for assets & design production. Effectively educated artists on how to file away and properly label their work. Supports creatives by following up on requests and provides updates on notes; Takes notes in meetings;
- Assisting the Producer and Production Manager with various shot production tasks; Running daily shot production reviews; Addresses leadership questions and requests during review meetings;
- Provides vital production and schedule context in reviews and makes the team aware of any production challenges and flagging potential ramifications in notes;
- Sends weekly review emails to Executive Producer & Client
- Preparing reference materials by creating documents with historical context versions, and provides past notes or caveats for reference;
- Tracks deadlines and flags any complexity issues to departments as needed;
- Works with Line Producer and Production Supervisor to provide information on how to use resources and production tools, in addition to checking on assignment progress;
- Managing tracking system for notes internally and externally
- Maintains a positive and collaborative relationship with international teams with Savana Studios, Jakarta and Toon City, Vancouver.

Dreamworks TV Animation

November 2021 - July 2024

Assets Production Assistant - Jurassic World: Chaos Theory

August 2022 - July 2024

- Summarized technical asset notes from executives for clarity to be transferred to direct our partner studio over seas. Distributed daily for artists and executives.
- Pack assets for completion and review asset shipments for build over seas.
- Organize, analyze, and track requests from two overseas studios to internal personnel and vice versa for 1,400 assets.
- Assets Coordinator as needed by taking care of all asset related tasks including leading asset reviews, sending updated reports internally and externally.
- Liaison between internal teams, two partner studios, and internal executives.
- When requested provide in depth research for prehistoric animals for internal teams.
- Lead initiatives such as planning crew parties, designing work anniversary cards, screening posters, and extracurricular events for the crew.

Current Series Administrative Assistant

November 2021 - February 2022

- Assisted two Current Series Executives by proactively scheduling meetings, organizing their calendars, creating various decks, lists of potential employees; wrote and distributed emails, and planned travel.
- Translated dictation for scripts, reformatted scripts, and packaged emails to sister studio.
- Chose weekly clips for promotion, and coordinated with several production teams and the development department.

Projects

Writing

Writing original Pilot in accordance to Original Pitch

August 2021 - Present

- Wrote four unique pitches, Pitching two to Dreamworks TV Development executives and one to Dreamworks Feature.
- Wrote Pilot for one TV pitch.

Brain Trust Boards

June 2019 - October 2023

- Updated the career page daily, retained members that are now professionals in the industry to give advice and chats for other members, created an amicable environment for all attendees, organized external events, created & lead writing trust, & monthly figure drawing sessions.