






EMMA GOEAS

PRODUCTION MANAGEMENT

CONTACT

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 | 571-232-6234

EDUCATION

SAVANNAH COLLEGE OF ART & DESIGN

B.F.A. in Animation
Graduated June 2022
GPA: 4.0 – Dean’s Honor List

ORGANIZATIONS

WOMEN IN ANIMATION

WIA Mentoship Circle Fall 2021:
“Production Management:
Learning The Trade And The
Team”

SOFTWARE

PRODUCTION	CREATIVE
ShotGrid	Autodesk Maya
Google Suite	Substance Painter
Microsoft Office	Adobe Photoshop
SyncSketch	Adobe Illustrator
Slack	Storyboard Pro

ABOUT ME

Lover of goldendoodles, game nights, traveling, baking and paddleboarding

EXPERIENCE

DEPARTMENT PRODUCTION ASSISTANT – “WONDLA”

Skydance Animation | June 2023 — Present

- Served as the single assistant for the Visual Development, FX, CFX, Lighting, Comp, and DI departments across all 20 episodes
- Organized our delivery and review schedule from our partner studio, as well as planned review time and managed feedback deliveries
- Arranged review meetings with our QC and DI vendors, and documented and distributed associated notes and spreadsheets
- Utilized Shotgrid, SyncSketch, and the Google Suite to track, note, and update assets

EPISODIC PRODUCTION ASSISTANT – “WONDLA”

Skydance Animation | September 2022 — June 2023

- Assisted the production of 8 episodes, each 22 minutes long, from Pre to Post-Production
- Maintained multiple documents such as our artist tracker, episode sequence breakdown, assets spreadsheet, and PU & ADR tracker
- Coordinated with Vis Dev and Story Artists to set up schedules and reviews, as well as supported file management and organization
- Communicated milestone updates and flags across all departments while collaborating with my PC and the entire production team

PRODUCER - “PIECE OF CAKE” COLLABORATIVE FILM

SCAD | May 2021 — June 2022

- Managed an eleven person team for a collaborative animated short film
- Established a production pipeline with multiple resources including a ShotGrid project, Dropbox file system, and Google Drive master file
- Oversaw project deliverables through a weekly and monthly calendar, ShotGrid dailies, and PowerPoint presentations

CG INTERN

The Mill: Los Angeles | June 2021 — August 2021

- Designed textures and models for character props in Pentakill: The Lost Chapter-An Interactive Album Experience, as well as created proxy models on the Angry Bird Problem GEICO commercial
- Tracked asset progress through a Google spreadsheet asset list
- Collaborated with multiple departments within the LA and London offices through Microsoft Teams meetings and messaging

VOLUNTEERING

HOOPS 4 HEROES VOLUNTEER

Alexandria, VA | 2019-2023

- Design and manage organization’s website and GoFundMe, as well as assist with camp planning for family started non-profit organization

SCAD FILM FEST VOLUNTEER

Savannah, GA | 2018-2019

- Conducted tasks to achieve a smooth-running festival including ticket collection, theater seating, and crowd assistance