

EMILY LEISING

WORK EXPERIENCE

PROJECT MANAGER

Various Projects, October 2016 - Present

Key Projects & Responsibilities

- Acted as a central team member on many animated film & TV projects, including the children's TV series "Tumble Leaf", the recent Netflix holiday special "Alien Xmas", and Apple's "Share Your Gifts" ad campaign
- Supported projects through all stages of conception, design and production
- Created assets heavily featured in final projects
- Communicated with my team and across departments on a regular basis in order to solve problems and stay coordinated
- Regularly managed multiple projects at one time and was comfortable multitasking and keeping myself organized
- Made decisions around design and materials used
- Ordered and distributed materials

ART DEPARTMENT PRODUCTION ASSISTANT

November 2014 - October 2016

Key Projects & Responsibilities

- Supported the art department office for 2 seasons of the Netflix series "Love"
- Wrote emails and documents used for communication
- Coordinated visual resources and created graphics used in the series
- Assisted with the creation of presentations
- Represented the production in communications with outside vendors and printing services
- Supported partnerships with local businesses
- Kept track of budgets and processed vendor invoices
- Coordinated the office calendar and managed daily operations
- Supported the preparation and execution of filming

CONTACT

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EDUCATION

University of North Carolina
School of the Arts

BFA in Film, May 2014

SKILLS

Project management

Written & verbal communication

Proofreading & editing

Adobe Photoshop & Illustrator

Canva

Microsoft Office

Office administration

Cross-team collaboration

Attention to detail

Problem solving