

Michael Cuevas

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CAREER EXPERIENCE

DreamWorks Television Animation

Production Assistant - Gabby's Dollhouse | Apr 2022 - Oct 2024

- Coordinated and tracked the progress of individual team assignments, artist development artwork, animation and composition deliveries from overseas partner studios and flagged potential problems and delays for the individual Production Team Coordinator and Production Manager
- Completed episodic script and storyboard breakdowns for models, props, background designs
- Allocated design work for artists and worked closely with them to meet weekly design goals and followed through to completion by establishing deadlines based on interdepartmental production schedule
- Attended assigned meetings to efficiently transcribe and distribute meeting notes during all daily design review, weekly/daily executive design review, storyboard prep, story animatic review, and executive story development meetings
- Organized and maintained individual team production workflow:
 - Maintained all assigned artists designs/artwork, due dates, statuses and notes up to date and accurate in Autodesk Flow (ie. Shotgun/Shotgrid)
 - Uploaded and maintained all correctly named artist design artwork files into Autodesk Flow (ie. Shotgun/Shotgrid) for production tracking purposes
 - Responsible for building design model packs in Adobe Photoshop and updating those model packs immediately when design changes or additions were made
 - Coordinated the preparation of pre-production, production and some post production materials for shipping to overseas studios
 - Responsible for episode assigned asset, organizing, filing, linking, data input, and episodic and /or departmental data management on Autodesk Flow (ie. Shotgun/Shotgrid)
 - Assisted in storyboard and editorial turnover according to interdepartmental production schedule
 - Ensured overseas storyboard team was working with the correct technical parameters for each animatic
 - Properly renamed and correctly versioned all Storyboard Pro files for output and then delivered to internal editorial team for final animatic review
 - Assisted with retake notes and shot tracking through the post production process as needed

Production Intern - Gabby's Dollhouse | Jan 2022 - Apr 2022

- Provided production teams with shipping support by performing episode callouts and building model packs
- Maintained Autodesk Flow (ie. Shotgun/Shotgrid) asset management system by tagging designs with key words and organizing design library for writer reference
- Learned note taking skills by attending story, animation and design reviews
- Took in-studio layout and background design art test to further exposure within studio system
- Maintained daily communication by frequently checking in with teams to ensure that they were adequately supported and tasks were completed in a timely manner

Bang Zoom! Studios

Production Intern | Sept 2019 - Dec 2019

- Completed editorial records, script conversions, assisted script editing and production schedules
- Managed front end reception desk, made copies, processed talent/client paperwork, answered phones, checked-in and welcomed talent upon arrival
- Provided day-to-day support to the in-house animation, production, audio and executive teams
- Acted as a runner for the studio locations and client studios transferring hard drives, files and equipment
- Provided an accessible, reliable presence and communicated with all Production and Editorial teams and talent
- Created, maintained and reviewed day-to-day recording schedules and took notes for Production and Editorial teams when necessary

SKILLS

- Attention to detail
- Strong verbal and written communication skills
- Proactive with strong problem-solving abilities
- Strong knowledge in Animation Pipeline
- Project management and workflow optimization
- Collaboration with cross-functional teams
- Knowledgeable in various animation production software
- Strong creative and conceptual skills
- Ability to meet tight deadlines
- Understanding of narrative and storytelling techniques

SOFTWARE

- Autodesk Flow (ie. Shotgun/Shotgun)
- Autodesk Maya
- Adobe Suite
- Google Suite
- Storyboard Pro
- Toon Boom Harmony
- Microsoft Office Suite
- Webex
- SyncSketch
- Procreate

EDUCATION

Bachelor of Arts in Animation

Columbia College Chicago
Chicago, IL
2018 - 2021

LANGUAGES

English
Spanish