


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# EMILY HORTON

Seasoned industry professional with passion to grow in animation production management. Active pursuits of self- education have included courses in workflow, coffee chats, meeting shadowing, and one-on-one software tutoring.

## SKILLS

- Soft Skills
  - Proactivity, Adaptability, Time Management, Communication, Detail-orientation, Multi-tasking, Organization, Problem Solving
- Animation Production Software
  - ShotGrid, Adobe Suite (including Photoshop and Illustrator), SyncSketch, Storyboard Pro, Flix, Final Draft, Linux, Maya, Houdini Sprinkles
- Additional Skills
  - Microsoft Office (including Word Excel, and PowerPoint), Google Workspace (including Gmail and Google Docs), Keynote, Zoom, Webex, SAP Concur, Slack

## EDUCATION

- University of Southern California – Graduated in May of 2019
  - Major in English Creative Writing
  - Minors in Cinematic Arts and Marketing
  - Magna Cum Laude Graduate

## VOLUNTEER

- Volunteer for NBCUnites LA & The Story Pirates (July 2021- October 2023)
  - A nonprofit that teaches and inspires creative writing for under-resourced kids, schools, and communities
- Co-Producer for Trojan Vision's *Platform* and *On the Spot* (August 2018 – December 2018)
  - Half-hour programs aired weekly on the official USC campus television station to over 700,000 homes in the Los Angeles area

## DreamWorks Animation (May 2021 – October 2023)

### Production Coordinator – Editorial/Post-Production (June 2022 – October 2023)

- Fostered 3 new productions by liaising with over 20 partner studios and internal departments per project
- Helped to create and manage a workflow for DreamWorks' new vendor-based feature pipeline to blueprint efficient, sustainable, and cost-saving processes for future projects
- Managed departmental calendars, coordinated crew meetings, enforced crew deadlines, and tracked inventory to ensure project goals were consistently met
- Communicated with artists by checking in/prioritizing tasks to determine the status of departmental work
- Trained and delegated to production assistants to ensure cont'd department growth and show coverage
- Worked closely with the Production Designer, Art Director, VFX Supervisor, and art keys to maintain a consistent artistic vision
- Supported story artists and editors by smoothly transitioning animatic files to Editorial/Post

### Production Assistant – Editorial/Post-Production (May 2021 – June 2022)

- Tracked project inventory to confirm project progress by managing ShotGrid inputs/extractions and by navigating the intranet to pull up shots and models
- Transcribed and distributed notes for 2 new productions, each with over 20 partner teams, to ensure communication and to successfully meet deadlines
- Stayed abreast of issues on the floor pertaining to the production schedule and elevated issues appropriately to production leadership

## The Walt Disney Studios' and Channels' Agency OMG23 (June 2019 – April 2021)

### Media Planner (January 2021 – April 2021)

- Upheld communication for 7 multi-million-dollar campaigns with a client team, 6 internal teams, and hundreds of promotional partners to gain plan approvals and track campaign progress
- Sustained plan schedules with artist check-ins and creative asset tracking to ensure timely media launches
- Trained Media Assistants to strengthen team talent

### Media Assistant (June 2019 – January 2021)

- Managed 24 campaigns alongside 12 internal teams, 2 clients, and hundreds of media partners, helping to drive *Frozen II* to the highest-grossing animated film slot and increasing FX's reach on Hulu by 130%
- Scheduled and led client meetings, managed an annual \$192MM+ budget, evaluated new and evolving media partners, and communicated client updates to respective partners
- Proactively flagged potential problems/delays to Media Supervisor, resulting in necessary adaptations
- Organized campaign performances through data input/management to strengthen future media plans

## NBCUniversal's NBC Entertainment (January 2019 – May 2019)

### Brand Development and Digital Intern

- Completed script breakdowns by analyzing show themes to align promotional materials with audiences
- Organized promotional events for 6 pilot productions with premieres to raise audience awareness and boost morale among cast and crew
- Flagged competition by analyzing the pilot market to ensure standout brand messaging

## The Walt Disney Studios (September 2018 – December 2018)

### Professional Media Intern

- Managed team meetings across 10 campaigns by scheduling, taking notes, and monitoring distribution of information to ensure smooth collaboration with hundreds of promotional partners
- Assisted Media Managers by compiling campaign highlights, researching competitive titles, recommending new partners, and tracking creative assets to ensure productivity goals were met

## NBCUniversal's E! Networks (January 2018 – August 2018)

### Digital Production Development Intern

- Assisted in developing/producing animated and live action projects by writing scripts, managing artists, and tracking creative assets, helping lead to E! News' most-watched digital video of the time with 3M views
- Created video posts for the E! News and Daily Pop Instagram accounts (reaching over 16M followers) to communicate timely entertainment news updates and to unify brand messaging across handles
- Supported Daily Pop, Branded Content, and E! Style teams with branded video productions, social posts, fashion and beauty articles, and photo shoots to support studio directives