
PRODUCTION ASSISTANT

MOHAMMED ALMAKTOUM

Contact Info

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WORK EXPERIENCE :

CG DEPARTMENT COORDINATOR :

ACADEMY OF ART UNIVERSITY - JAN 2016 - MAY 2018

- Set up schedule for all seven ongoing projects in the studio to run dailies.
 - Co-ordinated between the Modeling, VFX, Rigging and Compositing team.
 - Troubleshooted production issues and solved them before they stalled production.
 - Facilitated hand over of files between departments and with clients.
 - Kept clients up to date with production status.
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PRODUCTION ASSISTANT :

COYOTES PLACE (3D ANIMATION TV SERIES) - SEP 2016 / JUNE 2018

- Supervised project from pre production through production, modeling, rigging, animation & texturing.
- Managed multiple teams of artists, assigned shots and assets and tracked their progress on shotgun.
- Managed show priorities based on client expectations and internal resources.
- Ran dailies and delivered notes to artists based on client feedback.
- Scheduled meetings and supervised artists on a daily basis.
- Created daily working reels with the most up to date animations.

DIVE (3D ANIMATED SHORT) - SEP 2017 / MAY 2018

- Managed overhaul and streamlining of production pipeline.
- Assisted with recruitment on social media platforms.

WORLD OF STEAM (LIVE ACTION TV SERIES) - JAN 2016 / JUNE 2017

DINO HUNT (3D ANIMATION LIVE ACTION SHORT) - JAN 2016 / DEC 2016

VOLUNTEER :

VISUAL EFFECTS SOCIETY (SAN FRANCISCO) - JUNE 2017 / JUNE 2018

- Assist event coordinator during screenings and other VES Bay Area events. Duties include event set-up and tear-down and check-in and guest list maintenance
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INTERNSHIP :

IMAGENATION ABUDHABI (NARRATIVE DEPARTMENT) - JUNE 2017 / AUGUST 2017

- Reviewed scripts and sat in on development meetings.
 - Assisted with setting up meetings, emailing, answering phone calls and other administrative tasks.
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SKILLS :

- English (Native), Arabic (Proficient), G-Mail, Google Docs, Microsoft Excel, Microsoft Word, Shotgun Studios, Maya Autodesk, Adobe Photoshop, Adobe Premiere, Adobe After Effects.
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EDUCATION :

- ACADEMY OF ART UNIVERSITY, SF, California - 3D Animation Production BFA, 2015 - 2018
 - AMERICAN UNIVERSITY IN DUBAI, UAE - Visual Communication Digital Media, 2011 - 2014
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