

Robyn Woolley

EXPERIENCE

Visual Effects Line Producer

Untold Studios - March 2022 - Present

DNEG - December 2021 - March 2022

- Developed and maintained forecasting documentation to facilitate strategic license procurement and crew recruitment efforts.
- Formulated schedules and delivery deadlines, ensuring efficient project management.
- Oversaw client weekly report generation and management to enhance communication and transparency.
- Facilitated seamless communication between multiple departments and external vendors.
- Compiled end-of-month reports on staff time sheets, contributing to accurate accounts and payroll processing.
- Established and maintained client delivery reports, fostering client satisfaction and relationship-building.
- Managed staff movements, holidays, on-set logistics, and office operations for streamlined workflow.
- Provided effective team management and leadership coaching to promote a collaborative work environment.
- Orchestrated client documentation and turnover processes to ensure smooth project transitions.
- Managed third-party vendors, delivering turnover information, soliciting feedback, and monitoring timely deliveries.
- Demonstrated strong client communication skills through effective presentations, negotiations, and schedule reviews.

Associate Producer - Freelance

Pollen Music Group - August 2020 - May 2021

- Spearheaded project management for a portfolio of cross-country studio initiatives, ensuring seamless execution and timely delivery.
- Led the recruitment efforts for localisation teams in support of project collections.
- Developed and managed project delivery schedules, overseeing end-to-end project management.
- Conducted market research to inform strategic decisions for new business expansion initiatives.
- Scoped potential studio partners through comprehensive evaluation processes.
- Conducted successful contract negotiations, fostering mutually beneficial partnerships.
- Maintained meticulous documentation control to ensure accuracy and compliance.
- Managed the invoicing and payment processes, ensuring timely and efficient financial transactions.

Visual Effects Production Coordinator - Project Contracts

Framestore - June 2021 - November 2021

Axis VFX - January 2021 - June 2021

One of Us - March 2020 - August 2020

Lipsync Post - January 2020 - March 2020

Goodbye Kansas - June 2019 - January 2020

- Recorded detailed meeting minutes and coordinated post-meeting documentation follow-up for comprehensive record-keeping.
- Established, managed, and updated diary appointments to optimize scheduling efficiency.
- Coordinated travel arrangements, ensuring seamless and cost-effective logistics.
- Facilitated the onboarding process for new starters, ensuring a smooth integration into the team.
- Managed the processing of expenses and purchase orders, maintaining accurate financial records.

Show Production Assistant

DNEG - October 2018 - June 2019

- Arranging any on set travel arrangements
- Processing on set expenses for supervisors and producers
- New starter onboarding and tours
- Meeting arrangements including room bookings, refreshments and other technical requirements
- Taking minutes in meetings and arranging after meeting documentation follow up
- Creating, managing and updating diary appointments
- Good client communication through turnovers, client sends and reviews

PROJECTS DELIVERED INCLUDE

- Chernobyl (HBO)
- World on Fire (BBC)
- For all Mankind (Apple TV)
- Letter for the King (Netflix)
- Godmother (Disney)
- Lord of the Rings: Rings of Power (Amazon)
- Citadel (Amazon)
- Avatar: Last Air Bender (Netflix)
- Disclaimer (Apple TV)

EDUCATION

Open University

Masters (Cons) Psychology (currently studying)

BSc (Honours) English Language and Literature

South Eastern Regional College

HND Computing and Systems Development -Distinction