

## Ellie Rooke

### Profile

I am a detail-oriented professional with a solid background as a VFX Coordinator, where I developed strong skills in project management, optimising resources, and streamlining workflows. My experience includes effectively communicating across cross-functional teams to ensure project milestones are met and fostering collaborative environments. I am now seeking to leverage these skills in a new Production role, where I can contribute to project success and continue to grow professionally.

#### Technical Skills

Adobe Suite: Premiere Pro, Photoshop, Lightroom, Media Encoder, Illustrator.

G Suite: Sheets, G Drive, Gmail, Docs, Calendar.

Microsoft: Word, Excel, Outlook, Teams.

Pages, Numbers, Keynote.

Shotgrid/Flow Production Tracking

Igniter; Tracker Uploader, Ingestor

Clearview, Cinesync, Syncsketch

#### Credits as 'VFX Production Coordinator':

'The Old Guard 2' - Feature Film, Netflix

'Fallout' - TV Series, Amazon Studios

'The Book of Clarence' - Feature Film, Legendary Entertainment

'Luther: The Fallen Sun' - Feature Film, Netflix

### Nov 2024 - Mar 2025

VFX Production Coordinator, One of Us Ltd.

In this return role at One of Us, I supported VFX delivery across multiple sequences for a high-profile project. I liaised daily with outsource vendors to ensure timely turnover, shared feedback with in-house Roto, Prep, and Camera Track Leads and Supervisors. I also flagged any schedule risks early. I worked closely with producers and department leads to track progress via Shotgrid and maintained clear communication between internal and external teams. I prepared review materials, updated tracking tools, and helped manage tight turnarounds during key delivery phases. I also processed and prepared complex Client shot sends, including long-format deliveries of up to 3,300 frames, aligning with artists to meet render timelines, and coordinating with the Data team to initiate overnight uploads. This involved working across time zones, including LA and India. My previous experience at the studio allowed me to integrate quickly and contribute from day one.

### Apr 2024 - Nov 2024

CG Production Coordinator, Passion Pictures Ltd.

During my recent position, I handled various administrative and coordination tasks to support the production process, expanding my knowledge with a focus on departments such as Previz, Animation, CFX and Cache/Shot Sculpt. I covered dailies and director reviews, prepared review materials using SyncSketch, and crafted briefs for the Editorial team. I liaised with producers and leads to manage Client presentation schedules and track shot statuses. I monitored Client and director feedback through Shotgrid and Flow to keep artists updated and uploaded Client and Art Director paint-overs for shots and assets into these platforms. Additionally, I ingested DMP files onto the server and performed general administrative duties alongside scheduling and overseeing Cache Sculpt Artists and updating the schedule when needed.

## **Jan 2022 - Jan 2024**

VFX Production Coordinator, One of Us Ltd.

In my previous role, I was responsible for managing daily meeting agendas, taking detailed notes, and tracking package deliveries to ensure timely receipt. I led cross-departmental meetings to monitor progress and guarantee that project targets were met. Additionally, I handled the orchestration of Client deliveries, ensuring that files were correctly formatted and troubleshooting any issues in collaboration with Data, Tech, and Pipeline teams. During my time here, I oversaw multiple visual effects projects concurrently, where I executed PA tasks, coordinated material collation, scheduled Client meetings, and organised project calendars. I facilitated effective communication across diverse teams, including FX, Comp, Lighting, Rigging, and Outsourcing Facilities. I maintained a proactive approach to scheduling and record-keeping and efficiently managed project resources. I streamlined processes to reduce feedback loops, fostered collaboration among internal and external teams, and addressed challenges effectively to ensure that project milestones and deadlines were consistently met.

## **Aug 2021 - Dec 2021**

Freelance Photo and Video Editor, Self-Employed

Managed a variety of freelance editing projects, including YouTube content and commercial photography commissions. Edited video content independently, handling titling, transitions, and audio cleanup under tight deadlines. Simultaneously delivered high-quality product and drink photography, with a focus on retouching and colour grading. This role highlighted my ability to manage multiple creative projects with strong time management and attention to detail in a self-directed setting.

## **Jul 2020 – Dec 2021 Studio/Office Administrator & Creative Specialist, White Tusk Studios, London**

Studio/Office Administrator (Jul 2020 – Apr 2021)

Supported day-to-day studio operations, coordinated overlapping projects, and developed strong organisational and time management skills. Gained a solid understanding of production workflows through hands-on involvement in project planning and team coordination.

Freelance Creative Specialist (May 2021 – Dec 2021)

Worked across roles, including Video Editor, Production Assistant, and Photographer. Co-directed and edited a Client's music video, contributed to corporate, commercial, and social media content, and supported shoots through tasks such as set dressing, prop management, and colour grading. Strengthened Adobe Creative Suite skills and deepened practical knowledge of end-to-end production.

**Dec 2019 - Mar 2020** Recurring FOH experience in diverse creative temp roles:

- **The Serpentine Gallery, London** Receptionist - Recurring Temporary Position
- **Brands2Life, London** Receptionist/Data Entry - Recurring Temporary Position

**Jan 2019 - Nov 2019** Receptionist, CIBT Visas, London

**Feb 2015 – Dec 2018** Optical Assistant, Specsavers Ltd., Brighton

## **Education**

**University of Brighton, East Sussex**

2015 - 2018

BA. (Hons) Moving Image

**Northbrook College, Worthing**

2013 - 2014

Level 4 Diploma in Foundation Studies Art & Design (FFDFDY)