

Paula Poveda-Urrutia
Tel: +44 (0)7879 82 4490
E-mail address: paulapoveda2003@yahoo.com

PROFILE

Driven by a genuine passion for film and TV production and with versatile experience in the creative industries, including advertising, animation production and film festivals, I am very interested in using my skills to contribute towards original and outstanding projects.

KEY SKILLS & KNOWLEDGE

- Able to manage production pipelines as demonstrated by my experience in advertising and animation production
- Experience coordinating live action commercials.
- Excellent organisational skills with a strong aptitude for working to deadlines and co-ordinating a wide range of tasks and people within busy and pressurised environments
- Strong communicator with solid interpersonal skills, able to successfully network and establish good working relationships
- Supportive team player able to motivate others as well as taking the lead and making final decisions when required
- Friendly and patient, with an aptitude for problem solving and facilitating others while maintaining a good sense of humour
- Solid IT skills in OS X, Windows and Microsoft Office. Familiar with Movie Magic and good knowledge of Photoshop
- Languages: English-fluent; Spanish-native
- Full driving licence

RELEVANT WORK EXPERIENCE

ArthurCox September 2014- January 2015

Project Coordinator

- Coordinating internal training and events for the ArthurCox crew under the Creative Skillset Challenge Fund

Rumpus Animation April 2014 – September 2014

Freelance Writer and Producer

- Writing 2x series pitch bibles for CMC 2014
- Writing and producing 5 x 60s animation for BBC Learning
- Writing 1 x 90s script for Rachmaninoff season web promo for London Philharmonic Orchestra

A Productions Ltd. November 2013-March 2014

Production Coordinator-Flash Pilot

- Managing the production of an 11 min. pilot commissioned by an international animation broadcaster

Aardman Animations-Commercials February 2013-November 2013

Production Coordinator (maternity cover)

- Coordinating the production of live action/animation TV commercials
- Breaking down scripts for scheduling and budgeting under the supervision of Senior Producer
- Sourcing and researching creative references (visual and audio) for Directors
- Organising and leading pre-production meetings
- Setting up and updating production files, FTPs and production tracking documents
- Booking equipment and crew
- Arranging crew travel, accommodation and subsistence in preparation for live action shoots
- Issuing and overseeing daily schedules and highlighting potential problems to the producer
- Tracking and overseeing costs during production and producing cost reports on Movie Magic at the end of production
- Coordinating post-production bookings and liaising with post houses for deliveries
- Ensuring the Health and Safety at Work Act is fully addressed before commencing production

Red Kite Animations May 2012-November 2012

Production Coordinator on Wendy- CGI TV series

- Maintaining server, FTPs and all production and tracking documents up to date
- Coordinating the outsourcing and approval of series assets between our studios in Scotland and India
- Scheduling and managing the music process, addressing tracks and providing efficient creative feedback to the composer
- Liaising with broadcasters and dubbing studios in Germany and France for the efficient delivery of episodes
- Identifying production issues and troubleshooting
- Providing general support to the production manager and artists on the day to day running of the project
- Coordinating the production and delivery of marketing materials
- Assisting with special projects assigned by the production manager

Briny Rogues (Aardman Features) June 2011- January 2012

VFX Studio Coordinator on Pirates!-Feature film

- Assisting the VFX producer in day to day operations
- Coordinating the general administration of the VFX Department:
 - Managing diaries
 - Organising supervisor and departmental meetings

- Liaising with HR for the recruitment and retention of crew, organising interviews, chasing contracts, scheduling crew reviews and follow up
- Organising necessary inductions, equipment and logins for new hires; booking flights and accommodation when needed
- Managing timesheets for crew including time in lieu/sick/holiday requests and overtime
- Liaising with Finance department for processing invoices, credit card bills, expenses claims and approval of purchase orders
- Answering to enquiries from crew
- Liaising with Facilities regarding the completion and submission of departmental Risk Assessments
- Being the main point of contact for the department ensuring clear and effective flow of information within VFX and with other departments
- Supporting production coordinators by updating OTC (production tracking software), department documents and providing holiday cover
- Managing studio assistant and runner

Aardman Animations

August 2010- May 2011

Art Department Coordinator on *The Tate Movie Project*-30 min TV film

- Assisting the Art Director in the efficient operation of the department
- Acting as point of contact for the department ensuring effective communication with production, storyboard, and digital departments
- Handling daily correspondence and making decisions on what needed to be passed to the Art Director
- Archiving and recording all department drawings and sketches to ensure speedy access
- Setting up effective filing and database systems for the department
- Sourcing references for storyboard, animatic and design work
- Creating character reference guide and credit list
- Assisting with continuity
- Providing general support to character designers and animators

Newhaven Communications

December 2008-August 2010

Production & Traffic Manager

- Responsible for planning and carrying to completion the production of print, radio and TV advertising campaigns for high-profile clients such as Tennent's, ScottishPower, The Scottish Government and Bank of Scotland ensuring delivery on time and within budget
- Generating the production schedule and determining job costs, methods and suppliers
- Consulting with the APA to resolve legal queries
- Assisting the Head of Production in negotiating artists fees: booking fees, repeat fees and buyouts
- Ensuring effective communication among different departments and with external suppliers
- Organising project meetings: PPMs, daily traffic meetings and weekly job status
- Booking artists and studio facilities, raising and approving purchase orders and invoices accordingly
- Overseeing voice recording and post production sessions
- Co-ordinating material deliveries for broadcast/print as per media schedules
- Troubleshooting day to day problems to produce work on deadline

Edinburgh International Film Festival

April – June 2008/June-September 2007

Delegate Registration Coordinator

- Responsible for coordinating the registration of over 600 film industry delegates. During the Festival, managing the industry desk to operate as the industry services front line presence
- Coordinating the communication between the Industry Office and other festival departments
- Training and managing a full time assistant and a team of five volunteers
- Assisting the Head of Industry with networking sessions and organisation of specific industry events
- Processing payments and creating financial reports for the MD and Finance Department

EDUCATION

2008 BA (Hons) Film and Media, University of Stirling, Scotland

2003 Associated in Arts degree focused in Fine Arts and Communications, Seattle Central Community College, USA

TRAINING

January 2012 Animation for Beginners: 10 week evening course organised by UWE, Bristol

December 2011 Wrestling the Redraft-Practical Script Development: 2 day intensive course organised by The Script Factory, London

April 2009 Essential Skills for Production Coordinators: weekend intensive course organised by DV Talent, London

ADDITIONAL INFORMATION

- Interests: watching films-all of them! long, short, animation, live-action, finished, unfinished... I also love music, drawing clumsy doodles in my blog, yoga and dancing.

REFERENCES

Sarah Cox-Owner
ArthurCox Ltd
T: +44 (0) 117 373 2184
cox@worldofarthurcox.com

Joe Wood-Owner
Rumpus Animation
T: +44 (0) 7969 19 1516
joe@rumpusanimation.com