

# Isaac McMichael

(217) 653-9566 | mcmichaelisaac18@gmail.com | Harrisonburg, VA 22802 (Available for Relocation)

## Professional Summary

Detail-oriented Production Coordinator with 2.5 years of hands-on experience managing fast-paced set environments, coordinating large-scale teams, and streamlining communication. A proven history of bringing projects to life through strong organizational skills and clear communication. Eager to bring skills and knowledge to larger production and continue growing in the field.

## Professional Experience

<b>Production Coordinator</b> <b>Project Saudade</b>   Independent Project	<b>2D Animation</b> November 2024 - Present
<ul style="list-style-type: none"><li>- Coordinated a team of 30+ freelance artists and managed project timelines, successfully delivering all milestones</li><li>- Scheduled and led departmental launch meetings, briefing the crew on assignments and production procedures</li><li>- Maintained and updated production shot list with detailed information and notes regarding shots and sequences</li><li>- Collaborated with creative teams in making effective decisions on stylization to improve production workflow</li></ul>	
<b>Production Assistant</b> <b>SUBMERSED</b>   Anachronaut Productions	<b>2D/3D Hybrid Animation</b> January 2023 - April 2025
<ul style="list-style-type: none"><li>- Streamlined communication between the crew and leadership by serving as a primary point of contact, leading to improved collaboration and efficiency</li><li>- Maintained freelance calendars to accommodate team bandwidth and ensure a sustainable workload</li><li>- Organized and maintained a digital asset database with accurate metadata for easy internal access and version control</li><li>- Attended team meetings, taking detailed notes to be distributed to the crew and input into the digital database</li><li>- Managed studio emails and supported the lead producer’s calendar, preparing status reports to review production progress and anticipate delays</li></ul>	
<b>Production Coordinator</b> <b>Lollapalooza</b>   Live Nation Entertainment	<b>Experiential</b> July 2024 - August 2024
<ul style="list-style-type: none"><li>- Oversaw all vendor transactions, logging expenses, processing payments, and handling petty cash</li><li>- Managed relations and coordinated logistics with external vendors to provide catering for over 600 daily festival guests</li><li>- Liaised with a team of 16 Brand Ambassadors, fostering open communication and ensuring brand integrity</li><li>- Tracked and organized an inventory of over 1,600 branded items and artist merchandise for distribution</li><li>- Handled supply orders and the pickup and drop-off of rental equipment, paper goods, and merchandising</li></ul>	
<b>Production Assistant</b> <b>Cabinet of Wonder</b>   Little Cabin Films	<b>Live Action</b> July 2024
<ul style="list-style-type: none"><li>- Provided direct on-set support to Chicago Symphony Orchestra personnel during the filming of a music video series</li><li>- Worked cooperatively to provide excellent service within a high-stakes, professional arts environment</li><li>- Assisted with the setup and breakdown of all production equipment and managed on-set errands to ensure seamless operations and zero delays</li></ul>	
<b>Production Coordinator</b> <b>Dressed to Impress</b>   Zaki Gordon Cinematic Center	<b>Live Action</b> November 2023
<ul style="list-style-type: none"><li>- Resolved on-set crew conflicts, ensuring a positive and productive environment for a diverse team</li><li>- Coordinated schedules for cast and crew through fast-paced 10-hour shoot days</li><li>- Created and distributed call sheets, shoot schedules, scripts and other production material for each shoot day</li><li>- Collaborated with creative teams to ensure crew has resources to meet creative vision</li></ul>	

## Education

**Liberty University** | Bachelor of Science in Studio and Digital Arts, Minor in Cinematic Production - May 2025

## Skills

**Production & Administration:** Asset Management, Shot Tracking, Vendor Logistics, File Organization, Calendar Management, Budget Management, Project Management, Data Entry  
**Software:** Shotgrid, Adobe Creative Suite (PS, AI, AE, PR, ID), Toonboom Harmony, Maya, Airtable, Avid Media Composer, Monday.com, DaVinci Resolve, Google Suite