

Isaac McMichael

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

Profile

Production Coordinator with 2.5+ years of experience in animation, skilled at coordinating complex pipelines and large cross-departmental teams. Excellent organizational skills, attention to detail, and ability to juggle multiple priorities, ensuring smooth progression. Adept at balancing creative needs with production deadlines, keeping projects on track and teams fully supported.

Experience

PRODUCTION COORDINATOR (2D) | SAUDADE | NOVEMBER 2024 – PRESENT

- Schedule and organize production meetings across several time zones for a crew of 30+ freelance artists, ensuring alignment and clear task ownership
- Tracked and updated departmental timelines, proactively flagging risks and keeping delivery milestones on schedule
- Compiled resources for artist briefs, including references, assets, and director notes, streamlining preparation and reducing revision cycles

PRODUCTION ASSISTANT (2D/3D) | ANACHRONAUT PRODUCTIONS | JANUARY 2023 – MARCH 2025

- Organized and maintained a 500+ digital asset database with detailed metadata, enabling quick retrieval and version control across departments
- Acted as central point of contact between production crew and team leads, facilitating clear and timely communication
- Prepare departmental production reports and updates overseeing weekly progress for the lead producer
- Attended meetings, documenting discussions, and distributing detailed notes and follow-up tasks, ensuring accountability and progress tracking

PRODUCTION COORDINATOR (LIVE) | LIVE NATION ENTERTAINMENT | AUGUST 2024

- Managed vendors logistics for catering 600+ daily guests within the fast-paced festival environment
- Oversaw resource and supply orders, ensuring timely drop-off for production crew
- Managed and reconciled \$25,000 in transactions and petty cash, delivering accurate final expense reports

PRODUCTION COORDINATOR (LIVE) | ZAKI GORDON CINEMATIC CENTER | NOVEMBER 2023

- Created and distributed call sheets, scripts, and shot lists, keeping daily shoots organized and efficient
- Manage on-set crew conflicts, fostering open communication and collaboration amongst a diverse team
- Coordinate day-to-day on-set activities and schedules of 16 cast and crew members

Education

B.S. IN STUDIO AND DIGITAL ARTS | MAY 2025 | LIBERTY UNIVERSITY

Minor in Cinematic Production Management

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Software

- Shotgun (Flow)
- Toonboom Harmony
- Maya
- Adobe Suite (PS, AI, Pr, ID, AE)
- Google Suite
- Avid Media Composer

Core Skills

- Scheduling and Meeting Coordination
- Asset Management and Shot Tracking
- Front Desk Administration
- Attention to Detail
- Workflow Optimization
- Verbal and Written Communications