



MICHELLE SANTOSO

(510) 457-6744 | michellesantoso88@gmail.com | www.michellesantoso.com

EXPERIENCE

Nickelodeon Animation - Burbank, CA

Jan 2023 - Present

- Production Coordinator (Visual Development) on Baby Shark's Big Movie (2D feature)

Warner Bros. Animation - Burbank, CA

July 2021 - Dec 2022

- Assistant Production Manager (Design) on Merry Little Batman (2D feature)
- Assistant Production Manager (3D Asset/Design/Story) on Wings of Fire (3D streaming series)

Voltage Entertainment USA - San Francisco, CA

Jan 2019 - Jul 2021

- Art Outsource Associate on Lovestruck: Choose Your Romance (mobile app)

Ghostbot, Inc. - Daly City, CA

Mar 2017 - Apr 2018

- Production Assistant on Star Wars Rebels, season 4, episode 12-13 (2D sequence)
- Production Assistant on Star Wars: Forces of Destiny, season 1 & 2 (2D web series)
- Production Assistant on Whisker Haven Tales with the Palace Pets, season 3 (2D web series)

RESPONSIBILITIES

- Manage and lead teams of internal/outsourced artists in partnership with the Department Leads
- Elevate concerns to Production Managers and determine efficiencies in department workflows
- Translate master schedule into a well-maintained department schedule
- Delegate work to Production Assistants and provide guidance
- Facilitate communication and requests with other departments and vendor studios
- Break down scripts/storyboards for asset callouts, workbooks, and character counts
- Maintain trackers by ensuring all asset information and status are up-to-date
- Set up meetings, take/distribute notes, and follow up on any next steps
- Prepare assignment materials and shipment packages
- Assure quality and timeliness of each delivery
- Assist with budgeting and invoicing process
- Final art revision and export

SKILLS

Soft Skill - Leadership, Observant, Forward Thinking, Dedicated, Creative Problem Solver, Quick Learner, Communicative, Well Organized, Multitasking, Proactive, Collaborative, Optimistic

Software - Mac OS and Windows, Shotgrid, Microsoft Office, Google Suite, Adobe Creative Suite, Autodesk Maya, Storyboard Pro, Procreate

EDUCATION

San Jose State University - BFA in Animation/Illustration and Business minor

May 2014