



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)

- Manage and lead 15 artists in partnership with the Art Director and 2 Department Leads
- Generate asset breakdown, scene callout, and weekly department status report
- Translate master schedule into a well maintained department schedule
- Elevate concerns to Production Supervisor/Manager, and determine efficiencies in workflows
- Maintain trackers by ensuring all asset information and status are up-to-date
- Delegate work to Production Assistant and provide guidance

Warner Bros. Animation - Burbank, CA

July 2021 - Dec 2022

Assistant Production Manager (Design) on Merry Little Batman (2D feature)

- Manage and lead 15 artists in partnership with the Executive Producer, Supervising Director, Art Director, and Assistant Art Director
- Determine efficiencies in workflows while adapting to changes in story and delivery schedule
- Prepare assignment and shipment package for internal & outsource artists
- Set up meetings, take/distribute notes, and follow up on any next steps

Assistant Production Manager (3D Asset/Design/Story) on Wings of Fire (CG series)

- Manage 3D Asset department while providing support for Design and Story
- Break down scripts/storyboards for asset callouts, workbooks, and character counts
- Maintain Shotgrid by ensuring all artwork and asset info is up-to-date, notes are input correctly, and assignment statuses are accurate
- Facilitate communication and requests with other departments and vendors

Voltage Entertainment USA - San Francisco, CA

Jan 2019 - Jul 2021

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

- Manage local and international outsource artists, as well as vendor studios
- Schedule and track art tasks for internal and freelance artists using Asana
- Communicate assignment, feedback, and due dates with outsource artists
- Generate weekly and quarterly budget reports for the finance department

Ghostbot, Inc. - Daly City, CA

Mar 2017 - Apr 2018

Production Assistant on Star Wars Rebels, season 4, episode 12-13 (2D sequence in CG series)

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)

- Maintain communication with internal directors, outsource artists, vendor studios, and clients
- Prepare assignment materials and shipment package in a timely manner
- Assisted in all general needs of the company including crew events and general office needs

SKILLS

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

Software - Mac OS and Windows, Shotgrid, Filemaker Pro, Asana, 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