

# Kevin Casas

## Production Manager

### Email

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### Phone

(956) 832-8957

## EXPERIENCE

### • Nickelodeon Animation Studios

#### **Episodic Production Coordinator** (Feb 2022 - Present)

- Manages & tracks up to 7 episodes concurrently at various stages of pre-production and production, ensuring the high-quality standards of the show are consistently maintained.
- Coordinates all aspects of an episode from script breakdown to post-production delivery, utilizing Shotgrid, Excel, and Trello to track the progress for an average of 450 shots per episode.
- Delegates assignments to an Episodic PA, working closely with them to prioritize tasks while also training them in the tools and methodologies of the production.
- Maintains the production calendar for the team in Outlook and schedules meetings with the EPs and Directors to discuss their feedback for each stage of animation.
- Collaborates daily with multiple in-house teams and the vendor studio, providing updates and expectations to stay on schedule and ensure timely delivery of shipments.
- Anticipates potential problems and challenges in the pipeline and communicates them to the Associate Producer & Line Producer, suggesting creative solutions to avoid adverse impacts to the budget & schedule.
- Assists with Script Coordinator tasks, such as taking notes in the writer's room, conforming and distributing scripts, and preparing cue sheets for recording sessions.

### • Episodic Production Assistant (Mar 2021 - Feb 2022)

- Collaborated with an Episodic Coordinator to maintain the information in Shotgrid for asset callouts, notes, and scene details for each shot in an episode.
- Transcribed and distributed detailed notes from meetings with Animation Directors, Story Directors, and EPs to ensure all relevant information was communicated to the team.
- Introduced & integrated Excel Shot Tracking Templates to the Episodic Production team's workflow, significantly improving overall performance and reliability of data organization.

### • Kevin Casas Design

#### **Freelance Designer** (Oct 2017 - Mar 2021)

- Managed client relationships and communicated regularly with project managers to create production schedules and track work for several ongoing projects at once.
- Presented work and received notes from clients during project meetings, making revisions based on the constructive feedback for the client's approval.
- Tracked email threads and updates from clients and sent packaged deliverables on time to meet project deadlines.

### • Techstars Impact

#### **Design Associate** (Jul 2019 - Oct 2019)

- Designed pitch decks and one-pagers for 10 impact-driven startups to present during investor meetings for the purpose of raising funds.
- Transcribed detailed notes for CEOs during mentor and investor meetings.
- Assisted the Program Manager with administrative duties and anticipated the needs of the office by preparing meeting rooms and arranging mentor schedules for each day.

## SOFTWARE

- Shotgrid
- Trello
- Filemaker Pro
- Storyboard Pro
- Outlook Calendar
- Final Draft
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Photoshop
- Adobe Premiere Pro

## INTERESTS

- TTRPGs (D&D)
- Board Games
- Graphic Novels
- Scriptwriting
- Video Production
- Book Binding