

Alicia DiMaccio

GLENDALE, CA · PRODUCTION COORDINATOR

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Objective

An earnest and committed production coordinator with six years of experience in film, from live-action to animation. Has excelled as a keen collaborator and efficient organizer in the production pipeline and is seeking future opportunities in the animation and video game industries.

Experience

Warner Brothers Animation

Burbank, California

PRODUCTION COORDINATOR | BATWHEELS

October 2022 - Present

- Communicated with overseas studios for inquiries, delivery of files, and return of notes.
- Spearheaded detailed documentation and troubleshooting efforts during weekly reviews.
- Optimized more effective communication, which resulted in receiving approvals 15% quicker.
- Managed the archival process of over 10,000 files and designed the organizational structure for this task.
- Refined note-taking and coordinated communication between the Creative team and the Executive team.
- Increased productivity of internal revisions team by 25% through managing pipelines for over 1,000 individual files.
- Orchestrated meticulous note-taking and conducted troubleshooting exercises during reviews with the Showrunner and CG Supervisor, resulting in a decrease in post-production errors.

Warner Brothers Animation

Burbank, California

PRODUCTION COORDINATOR | LOONEY TUNES CARTOONS

April 2021 - October 2022

- Pioneered at advancing the post-production pipeline over the course of 5 seasons, consisting of 40 episodes.
- Supervised meetings for six departments, from picture locks to time-sensitive records to capture ADR from voice actors.
- Kickstarted a more refined server and file system for over 1,000 documents to better allocate, oversee, and receive assignments from the Art Department.
- Compiled detailed note-taking and dispatched assets amongst three overseas vendors, which boosted productive communication between the team and the studios by 30%.

Starburns Industries

Burbank, California

PRODUCTION COORDINATOR | PEN15

October 2020 - April 2021

- Excelled at conducting attentive note-taking during a 12-hour editorial review between the animation and live-action departments for the animated special episode.
- Mobilized a 4-member team (character, background, storyboard) and coordinated over 500 assets in order to build a successful launch between the Art Department and the overseas vendor.
- Coordinated approximately 100 digital and physical scripts; orchestrated thorough circle takes during pre-production records and post-production ADR sessions with the voice talent.
- Gathered materials, delivered equipment amongst three different states, and successfully returned all purchased items to the Record Department, resulting in saving the team approximately \$1,000.

Technical Skills

Microsoft Office, | Outlook | Teams | Word | Excel | PowerPoint |

Adobe Creative Cloud, | Acrobat | Photoshop | Illustrator | InDesign | Lightroom |

Software, | Maya | Zoom | Airtable | Harmony | Final Draft 12 | Storyboard Pro | Flow Production Tracking

Education

Butler University

Indianapolis, Indiana

B.A. IN STRATEGIC COMMUNICATIONS | MINOR IN ART + DESIGN AND FILM STUDIES

2013 - 2017

Organizations

2017 **Member,** Women in Animation

October 2017 - Now

2017 **Member,** The Creators Society

October 2017 - Now