

# Melissa Garza

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## Employment History

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### **Super 78**

*Hollywood, CA Aug. 09 – Oct. 09*

#### **Production Coordinator**

- Created detailed production pipeline documents to facilitate smooth workflow between internal teams and outsource vendors
  - Assisted production manager with cineSync reviews, scheduling, studio operations and running dailies sessions
  - Coordinated meetings for animators and technical teams
  - Identified problems and suggested solutions to production team
  - Took creative notes for stereoscopic 3D shots with art directors
  - Managed file transfers between clients, outsource studios and internal teams
  - Worked on *Donkey Live!* and other 4D/large format theme park experiences
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### **Sabertooth**

*Venice, CA Apr. 09*

#### **After Effects Assistant**

- Assisted visual fx supervisor on a short term finishing project for two HD commercials for Sony's *Free Realms Online World*
  - Updated 3D renders in composited shots and rendered media for Final Cut
  - Rotoscoped, masked and color corrected rendered footage as needed
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### **Giant Studios**

*Los Angeles, CA Jul. 08 – Oct. 08*

#### **Motion Capture Coordinator/Assistant**

#### **Digital Script Supervisor**

#### **Motion Tracker**

#### **Editor**

- Attended and took notes of production and art department meetings with *Tintin's* motion capture producers, Giant Studios and Weta Digital
  - Acted as a liaison for *Tintin* preproduction
  - Operated video reference cameras, inputted shot names and notes utilizing Giant's shot tracking system
  - Motion tracked using Giant's proprietary software, including facial tracking
  - Digitized video tapes and edited HD footage for press releases and client's projects
  - Projects worked on included: *Avatar*, *Night at the Museum 2*, *Hulk Extras DVD*, *Gillette and EA Sports Commercial and Web Project*, *Tomb Raider Commercial*, *EA/Spielberg's Eve*, and *THQ's UFC*
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### **Movies By Kids**

*Orange County, CA Jun. 08 – Jul. 08*

#### **Camp Instructor/Editor**

- Inspired youth ages 7-13 about the art of narrative storytelling in camps that were to be filmed in one weeks time
  - Delegated tasks and taught students about various production roles
  - Created curriculum for acting camps focusing on body, movement and subtext through various exercises, scenes and filmed commercials
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### **Obsidian Entertainment**

*Santa Ana, CA Sep. 07 – Nov. 07*

#### **Motion Capture/Animation Intern**

- Had an opportunity to direct non cinematic motion capture shoots
  - Calibrated system, tracked and solved motion capture data with EvaRT
  - Retargeted motion capture data on to characters to be ready for senior animators
  - Attended animation and studio meetings
  - Worked on games *Alpha Protocol* and *Aliens*
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### **Ron Waters Productions**

#### **Country Stepping, Reality TV Spec**

*Van Nuys, CA Aug. 07*

#### **Assistant Director**

- Directed crew, talent and extras comprising of more than 100 people
  - Managed and communicated with multiple departments during stage set up
  - Hired production assistants
  - One week prep and one day shoot
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### **Chapman University**

*Orange, CA Aug. 06 – Aug. 07*

#### **Motion Capture Demonstrator**

#### **Special Events Editor**

#### **Lab Assistant**

- Directed small shoots, calibrated Vicon System, suited and marked actors
- Cut reels for Angela Bassett and Virginia Madsen for school grand opening event
- Created montages for *Women In Film* event
- Trained students in the basics of AVID in classroom setting for boot camps
- Provided students with software support for filmmaking programs

## Related Experience

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<b>Captured Melody – Short, HD</b> <i>Los Angeles, CA Current</i> <b>Producer/Director/Web Designer</b>	<ul style="list-style-type: none"><li>• Built a website using flash with no prior programming experience</li><li>• Currently producing content and media to raise funds for my thesis</li><li>• Casted actors, crew and edited video for website <a href="http://www.CapturedMelody.com">www.CapturedMelody.com</a></li></ul>
<b>Soul Killer – Music Video, HD</b> <i>Los Angeles, CA Jan. 09</i> <b>Co-Producer/Director/Editor</b>	<ul style="list-style-type: none"><li>• Negotiated working contract as well as production/talent contracts</li><li>• In charge of rehearsal and shooting schedule as well as budget</li><li>• Hired crew, had tech meetings and ran rehearsals</li></ul>
<b>Smoking Mom – PSA, HD</b> <i>Orange, CA Dec. 07 – Jan. 08</i> <b>Producer/Director/Editor/VFX</b>	<ul style="list-style-type: none"><li>• California state finalist for <a href="http://www.beareelhero.com">www.beareelhero.com</a> anti-smoking campaign</li><li>• Recruited crew and talent</li><li>• Worked with sound designer and voice over talent</li></ul>
<b>Bjork's Innocence – Animated Music Video Concept for Contest</b> <i>Orange, CA May. 07 – July. 07</i> <b>Producer/Director/Animator</b>	<ul style="list-style-type: none"><li>• Crew consisted of 10 Chapman students</li><li>• Worked with story board artists to ensure proper concept for animatics</li><li>• Made production schedule and assigned shots to artists working onsite and offsite</li><li>• Project contained 2D and 3D elements</li></ul>
<b>Pheromone – Short Film, 16mm</b> <i>Orange, CA Mar. 07 – May. 07</i> <b>Editor/VFX Animator</b>	<ul style="list-style-type: none"><li>• Nominated for <i>Best Visual Effects at Chapman's 2007 Cecil Awards</i></li><li>• Logged, synced, edited footage and collaborated with director</li><li>• Utilized Maya, After Effects and Particle Illusion for compositing</li></ul>
<b>Chipotle Viral Contest, 24P</b> <i>Orange, CA Feb. 07 – Apr. 07</i> <b>Producer/Director/VFX</b>	<ul style="list-style-type: none"><li>• Received top online views for the out of school entries for contest period</li><li>• Worked with composer to come up with music</li><li>• Marketed video over the Internet using social networking techniques</li></ul>

## Related Work Experience

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<b>AppleOne/Inter-tel</b> <i>Orange, CA Jan. 05 – Apr. 05</i> <b>Dispatcher/Customer Service Lead</b>	<ul style="list-style-type: none"><li>• Created 8 technician's daily schedules and rerouted them for emergencies</li><li>• Trained new customer service staff in a department that was being phased out</li><li>• Reviewed and inputted employees time sheets</li></ul>
<b>North Orange County YMCA</b> <i>Fullerton, C Jan. 01 – Dec. 02</i> <b>Membership Services Coordinator</b>	<ul style="list-style-type: none"><li>• Hired and trained front desk staff; reviewed time sheets and created schedules</li><li>• Responsible for membership billings and payment through EFT and check</li><li>• Maintained and ordered office supplies</li></ul>

## Computer Skills – Linux/Mac/PC

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<ul style="list-style-type: none"><li>• Adobe After Effects</li><li>• Adobe Flash</li><li>• Adobe Photoshop</li><li>• Adobe Premiere Pro</li><li>• AVID Media Composer</li><li>• EVaRT</li><li>• Final Cut</li></ul>	<ul style="list-style-type: none"><li>• Final Draft</li><li>• Maya</li><li>• Motion Analysis Motion Capture</li><li>• Motion Builder</li><li>• MS Excel 2007/2008</li><li>• MS Outlook 2007</li><li>• MS PowerPoint 2007</li></ul>	<ul style="list-style-type: none"><li>• MS Project 2007</li><li>• MS Word 2007/2008</li><li>• MS Visio 2007</li><li>• QuickTime Pro</li><li>• Vicon Motion Capture</li><li>• Vicon IQ 2.5</li><li>• ZBrush</li></ul>
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## Education

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**Extension course taken in Project Management Principles, 2009** \*Course certified by the Project Management Institute  
*University of California, Irvine, CA*

**Master of Fine Arts in Film Production, 2004-2008** \*Thesis in funding stage , all coursework has been satisfied  
*Chapman University Orange, CA*

**Bachelor of Arts in Theatre Arts/Minor in Music, 2001-2004**  
*California State University, Fullerton*