



# Heather Paul

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References available upon request

## Experience

**Disney Television Animation Production Coordinator on *The Ghost and Molly McGee***  
(February 2021 - Present)

- Spotted scripts and animatics for all designs, and prepared handouts for artists
- Maintained impeccable storyboard files for artists, directors, editors, and our archives
- Coordinated meetings over Zoom, and distributed notes from pitches
- Updated detailed leadsheets for our checker
- Shipped 100% episodic materials to the Canadian studio

**Disney Television Animation Post-Production Coordinator on *Big Hero 6: The Series***  
(January 2020 - December 2020)

- Took extensive notes while calling retakes
- Tracked and distributed references to in-house technical directors and overseas studios
- Oversaw, and took notes for, artist handouts and retake reviews
- Organized and sent the marketing images for episodes
- Managed and distributed episodic credits, ADR, and calendar meetings
- Executed various team-building events during the global pandemic

**Disney Television Animation Production Coordinator on *DuckTales***  
(April 2019 - January 2020) (December 2020 - February 2021)

- Responsible for design spotting and maintaining assets through Insight
- Prepared and took notes for various meetings, including pitches and launches
- Ran conference call meetings with overseas studios
- Compiled and organized color palette lists for all episodes
- Shipped episodic materials to overseas studios in a timely manner
- Double-checked Insight assets for all episodes before shipping.
- Oversaw and prepared the materials for the Annie and Emmy Awards

**DreamWorks Animation TV Production Coordinator on *She-Ra***  
(October 2018 - April 2019)

- Responsible for design breakdowns, and maintained assets through Shotgun
- Prepped storyboards, leadsheets, xsheets, and designs for shipping
- Coordinated production assistants on various daily tasks
- Scheduled and ran meetings internally and with overseas studios
- Maintained the production schedule between various departments
- Handled retakes and overseas requests quickly and efficiently

## Education

**University of California, Los Angeles**

- MFA in Animation

**Loyola University Chicago**

- BFA in Drawing and Painting
- Minors in Visual Communications and International Film and Media Studies

## Skills

**Proficient**

- Adobe Creative Suite, Microsoft Office Suite, ShotgunStudio, Insight, Zoom, SyncSketch, Sharepoint

**Knowledgeable**

- Final Cut Pro, Maya, Evercast