

Chantal Gabriel

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OBJECTIVE

Proactive, self-starter seeking contract or full-time roles as a Production Assistant/Coordinator at an animation studio. Currently located in Miami, Florida and available for remote work. References available upon request!

WORK EXPERIENCE

Series Production Assistant on SKULL ISLAND - Powerhouse Animation Studios October 2021- March 2023

- Took detailed notes during weekly production meetings
- Maintained and tracked the status of production assets using Google Sheets
- Set up TARGA files on Clip Studio Paint for artists to perform animation fixes
- Arranged radio play files using Adobe Premiere Pro for the director to review audio takes
- Performed quality assurance passes on storyboard files and character model sheets
- Responsible for script breakdowns and identifying assets needed for production
- Assisted artists with troubleshooting PC and licensing issues

Writer, Producer - Producers Pool June 2021 - September 2021

- Recruited by Disney Junior/Titmouse producer to pitch and write an original animation short script for YouTube Kids
- Attended meetings to take and distribute notes on storyboard and animatic reviews for artists
- Renamed, organized and uploaded artwork files to Shotgun
- Gathered research materials for artists to use

Adjunct Professor of Screenwriting - Miami Dade College and University of Miami August 2019 - July 2021

- Prepared screenwriting lectures using PowerPoint and online media to enhance the learning experience
- Maintained a positive and supportive learning environment by holding weekly office hours and check-ins with students
- Provided regular, constructive feedback to students' scripts via email/verbally
- Created a schedule using Google Calendar for students to follow over a four-month period to satisfy the course's requirements

Director, Writer, Producer - Duo Tales Studio September 2017 - May 2020

- Produced two live-action and one animation short
- Responsible for hiring and casting crews of 20+
- Strategically coordinated shooting schedules ensuring films were completed on-time and on-budget
- Managed all crew paperwork including contracts, insurance forms and call sheets

Teacher Assistant for Film Faculty - University of Miami August 2017- May 2019

- Efficiently checked-in/out and delivered film equipment for faculty-led workshops
- Operated the Cosford Cinema's film projector and supervised film screenings
- Systematized the Cosford Cinema's image database to improve accessibility for staff usage

MENTORSHIP

Mentee - Women in Animation Mentorship Program September 2021- December 2021

- 1 of 9 mentees selected to join the "Landing a Job" mentorship circle with Ellen Su as my mentor.

SOFT/SOFTWARE SKILLS

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|--------------------------|--|--------------------|---------------------|
| • Resourceful | • Multitasker | • Final Draft | • Photoshop |
| • Problem-solver | • Clear written/verbal communication | • Microsoft Office | • Illustrator |
| • Scheduling | • Highly organized | • G Suite | • Premiere Pro |
| • Prioritizing workloads | • Team-oriented | • Avid | • Clip Studio Paint |
| • Adaptable | • Researching/Developing creative projects | • Shotgun/Shotgrid | • Zoom |
| • Scanning/Photocopying | • Production management | • Storyboard Pro | • Dropbox |

EDUCATION

University of Miami, Coral Gables, Florida	Master of Fine Arts in Film	May 2019
University of Miami, Coral Gables, Florida	Bachelor of Arts in English/Creative Writing <i>Minor in Film</i>	December 2015
Miami Dade College, Miami, Florida	Associate of Arts in English	May 2013