

Chantal Gabriel

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OBJECTIVE

Proactive, self-starter seeking an entry level production management position on an animated feature/television series. Currently located in Miami, Florida but open to relocation and available to work remotely.

WORK EXPERIENCE

Writer, Producer - Producers Pool June 2021- Present

- Recruited by Disney/Titmouse producer to pitch and write an original animation short script for YouTube Kids
- Attends meetings to take and distribute notes for artists based on storyboard and animatic reviews
- Renames, organizes and uploads artwork files to Shotgrid
- Gathers 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
- Encouraged screening attendance by editing promotional material in Photoshop to be uploaded to the Cosford Cinema's website

Receptionist's Assistant at the Department of Cinematic Arts - University of Miami May 2017

- Sorted and organized mail into respective mail boxes for film faculty
- Answered/Screened phone calls to various offices in the film department
- Organized and maintained inventory in the faculty break room
- Greeted and assisted guests at the front desk

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 | • Zoom |
| • Adaptable | • Researching/Developing creative projects | • Shotgrid/Shotgun | • Airtable |
| • Scanning/Photocopying | • Project management | • Storyboard Pro | • X-Sheets |

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** December 2015
Minor in Film

Miami Dade College, Miami, Florida **Associate of Arts in English** May 2013