

## Garret Scullin

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### SUMMARY OF EXPERIENCE:

Over ten years of professional experience as a Coordinator / Project Manager / Producer in the Film, TV, Home Video, and Online Marketing industries. Coordinator experience in corporate and boutique design agencies. Familiar with client relations, reports, digital asset management, and trafficking comps through approval process. Highly organized and detail oriented.

### TECHNICAL SUMMARY:

Mac & PC Literate, MS Word, Excel, MS Office, type over 40 WPM, Photoshop, Dreamweaver, website design, FTP, Final Cut Pro, Avid, FileMaker Pro, familiar with DoubleClick/DART ad serving system, and Hitbox.. QA/Testing on multiple browsers and platforms. Familiar with processes of Purchase Orders and Invoicing. Familiar with production and post-production workflow, and delivery methods.

### EDUCATION:

2008 Art Center, Pasadena, CA, Advanced Photoshop  
2004 Art Center, Pasadena, CA, Motion Design  
2003 Art Center, Pasadena, CA, Web Design 1  
1999 UCLA Extension, Music Supervision for Film - *Instructors: Bonnie Greenberg & Maureen Crowe*  
1994 Chapman University, Orange, CA, B.F.A. in Film & Television Production

### DETAILED EXPERIENCE:

05/2008 - Present

Outlaw Laboratories, Inc. (Film/TV Production & Post-Production)  
Project Manager

- Liaison with the shows' post-production team for all deadlines and materials.
- Receive & log tapes/elements for incoming projects and traffic to editors/producers.
- Keep detailed daily record of post-production team's hours and internal edit bay usage.
- Maintain production calendar in conjunction with Producer's schedules.
- Request and negotiate bids from vendors on equipment rentals/dubs/purchases/etc.
- Prepare playback reel logs & final delivery paperwork.
- Function as in-house Music Supervisor, working with music labels & composers.
- Prepare project estimates and invoices for clients. Track billing and collection.
- Familiar with InvoiceWorks (MTV Networks online billing system).
- Design & maintain multiple company website.
- PROJECTS/CLIENTS: VH1, MTV, Comedy Central, Lexus National Dealer Meeting, William Rast Clothing.

11/2007 - 04/2008

Fishegg Films, Inc. (Film/TV Production & Post-Production)  
Post-Production Coordinator

- Coordinated award show nominee clip packages.
- Negotiated music licensing for multiple projects.
- General office & production coordination, working closely with Producer/Director.

**09/2006 - 10/2007**

**Walt Disney Parks & Resorts Online**

**Junior Producer / Junior Web Designer - Virtual Magic Kingdom & Advanced Projects Dept.**

- Editing & publishing daily website content to VMK.COM (the home to Disney's Virtual Magic Kingdom MMOG) using a proprietary content management system. Creating new content under direction of Operations Producer.
- Working with visual designers & web developers to keep content/functionality of the website current.
- Generating weekly reports compiling online game metrics from various sources, which is distributed to Executives within WDPRO.
- Assisting VMK Operations Producer in coordination of in-Park activities at Walt Disney World & Disneyland.
- Assisting the Advanced Projects team Project Managers with resource plans and scheduling.
- Contributing to reports on promotional initiatives and online community activity.

**12/2005 - 2/2006**

**E! Entertainment (Contract)**

**Interactive Traffic Manager - E! Online Creative Services Dept.**

- Worked with Creative Director, Sr. Accounts Manager, and Sr. Art Director to manage interactive projects from "Work Order" stage through production and delivery. Projects included: websites, email, and banners for E! Entertainment and Style Network.
- Provided support and implementation of calendars for design team. Managed assets and content from various departments (Marketing, Promotions, On-Air design, Editorial) that would be used in projects.
- Routed layout, copy, proofs, & images for approval and required sign-offs from internal agency groups.
- Worked on online site packages for The Golden Globes, Emmy Awards, Grammy Awards, Sundance Film Festival 2006.

**04/2005 - 12/2005**

**Warner Bros. Online (Multiple Contracts)**

**Multi-Media Coordinator / Reports Analyst / Marketing Promotions Specialist / Ad Operations Specialist**

- Facilitated workflow between Strategic Marketing Dept & Multi-Media Tech Dept, by ordering dubs, encoding, delivery, & distribution of digital assets and content for websites.
- Coordinated and recorded progress of Strategic Marketing Department's outreach to partner and promotional websites.
- Niche market outreach to potential online partners for promotion of WHV, HBO, BBC, and Warner Independent Pictures releases.
- Identified site structure for proper Hitbox coding on WB websites & created coding instruction documents for the implementation of Hitbox code.
- Assisted Sr. Reports Analyst to provide statistical analysis on site performance and user behavior.
- Worked directly with Marketing Manager and Sr. Marketing Specialist on outreach to potential online partners for promotion of WHV, HBO, PPV, & Warner Bros. soundtrack releases.
- Developed relationships with webmasters for promotion of future film & video releases.
- Coordinated assets & content for video syndication to partner websites.
- Assisted in development of client proposals including research, strategy, and analysis of online traffic.
- Facilitated implementation, optimization, & fulfillment of banner ad campaigns with Strategic Marketing department on Warnerbros.com and international portals.
- Programmed online ad campaigns using DoubleClick/DART and NetGravity AdManager
- QA creative assets and links prior to launch of campaign to ensure proper implementation.

**11/2004 - 1/2005**

**Warner Brothers - GDMX (Contract)**

**Senior Production Scheduler**

- Coordinated all phases of DVD production through delivery of approved disc.
- Tracked receipt and processing of all DVD elements such as, video masters, audio, subtitles, menu art, menu animation, and closed captions.
- Maintained schedule of titles to be produced via purchase orders with all technical specifications.
- Tracked receipt and processing of all elements, including video masters, audio, subtitles, menu art, menu animation and closed captions.
- Generated regular status reports for clients and internal staff.

**1/2004 - 5/2004**

**Prologue Films, Malibu, CA**

**Production Coordinator**

- Directly assisted Creative Director Kyle Cooper, Producers, and Technical Producer.
- Maintained incoming assets from clients, prepared purchase orders/expense reports, covering phones, maintained deliverables schedule with producers, researched upcoming projects, and script coverage.
- Coordinated runs, incoming deliveries, travel, and personal tasks for the executive production crew.
- Involved with projects: 'Dawn of the Dead', 'Spiderman 2', 'House Of Wax', 76<sup>th</sup> Annual Academy Awards, 'Metal Gear Solid 3', 'Veronica Mars' and pilot projects for Joel Silver Pictures.

**3/2002 - 12/2002**

**Bleu22 Studios Inc., Culver City, CA**

**Production Coordinator for the Project Management Team**

- Served as point person between project management team and designers. Directly assisted Senior Account Manager & Vice President.
- Oversaw team resource allocation and production schedules.
- Assisted Project Managers with scheduling of project invoices, receivables, asset management, QA/testing, file structure and extranet maintenance.
- Project Manager on selected sites: [Miramax.com](http://Miramax.com), [Outdooroutreach.org](http://Outdooroutreach.org), and [Star Trek Nemesis \(International\) Website](http://Star Trek Nemesis (International) Website).

## **OTHER EXPERIENCE - FILM/TV PRODUCTION & MUSIC SUPERVISION:**

- 2008 - Post-Production Supervisor - LEXUS NATIONAL DEALER MEETING (video packages @ corp. event)
- 2007 - Music Supervisor - CREATEASKATE.ORG (Promo DVD for non-profit educational organization)
- 2006 - Music Consultant - FOR RIGHT OR WRONG (documentary for Mandalay Ent./Burton Snowboards)
- 2006 - Music Supervisor - IN THROUGH THE OUT DOOR (independent documentary)
- 2005 - Music Supervisor - STUNTWOOD (documentary for Fox Sports/FuelTV)
- 2004 - Associate Producer/Music Supervisor/Post-Prod. Supervisor - FAQS (feature film)
- 2002 - Associate Producer/Music Supervisor - LUSTER (feature film)
- 1996 - Assistant To Director / Music Consultant - SKIN & BONE (feature film)
- 1994 - Assistant To Director - AN AMBUSH OF GHOSTS (feature film)

## **PERSONAL WEB DESIGN PORTFOLIO:**

[www.garretscullin.com/portfolio.html](http://www.garretscullin.com/portfolio.html)