

# SANTIAGO SUAREZ RUIZ

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## Professional Summary

Creative Production Manager offering 4+ years' experience creating impactful, fresh and innovative video content. Focused on storytelling with the capacity to handle technical support, business operations and team leadership requirements.

## Skills Summary

- |   |   |                                       |
|---|---|---------------------------------------|
| 1. Project Management                         | 4. Excellent Organization                     | 7. Multi-Tasking                      |
| 2. Production Scheduling                      | 5. Department Budgeting                       | 8. Creative problem solving           |
| 3. Excellent verbal and written communication | 6. Pre/Post Production Development experience | 9. Confluence/JIRA/Shotgun Experience |

## Education

### Full Sail University / B.S. Computer Animation & VFX / FEB 2015 - OCT 2016

- Salutatorian
- Graduated with 3.72 GPA
- Awarded: Perfect Attendance Award, Course Director Awards (Art I, Methods of Design, Character Animation I & II and Rigging I & II)

## Experience

### NewScape Studios / Production Manager / June 2019 - Current

- Boosted productivity by 150% through direction, preparation and implementation of training programs and initiatives.
- Implemented Scrum and Kanban agile practices to identify and quickly resolve root cause issues bottlenecking production.
- Planned, directed, coordinated and assigned manpower to meet aggressive production schedules.
- Coordinated activities required to bring product to market, including aligning teams involved and bridging any gaps between different functions.

### Rooster Teeth Animations / Production Coordinator / July 2018 - June 2019

- Worked on Gen:Lock, RWBY Vol. 7, Camp Camp Season 4, RVB Season 16, and RTAA.
- Addressed internal production problems head-on and developed creative solutions to prevent delays and missed deadlines.
- Worked with producers, supervisors and team members to understand and fulfill the needs of production.
- Handled communications with external vendors, helped manage internal outsourcing documentation and drafted contracts between third-party vendors and production.
- Role consisted of supporting the Pre-Production (Art, QA, VO, Writing) & Post-Production (Lighting, Editing, VFX, Crowds) departments for multiple projects.

### Kiss & Tell / Marketing Communications Manager / Nov. 2017 - March 2019

- Identified and capitalized on unmet market needs by performing in-depth customer and market research.
- Worked with public relations team to launch and update company social media profiles, website and blog.
- Devised and executed integrated, online and direct marketing campaigns.
- Developed creative sales tools, including presentations, trend reports, kitted assets, and product data sheets.
- Directed marketing projects at all stages, including conceptual planning, schedule management and final implementation.

### Cyber Training Technologies / Marketing Team Lead / Oct. 2015 - Feb. 2017

- Addressed internal production problems head-on and developed creative solutions to increased credibility and client awareness by developing technical/non-technical marketing collateral and presentations, public relations campaigns, articles and newsletters.
- Managed full-cycle marketing and advertising strategies including estimating costs, managing resource allocation and adjusting production schedules to ensure success.
- Maximized advertising efforts by developing content for media relations, corporate communications and social media posts.
- Worked closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings.