

JACKIE WINGO

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EXPERIENCE

Framestore Los Angeles/ VFX Production Coordinator

October 2021- Present | Remote

- Collaborates closely with internal Producers, Supervisors, and artists in the Immersive (Commercials) Department to streamline project management processes for national and international brands, including AT&T, Disneyland Paris, Facebook Meta, Hummer, Lexus, and many more.
- Tracks and manages the workflow through the CG department, meeting internal and external deadlines
- Organizes dailies, rounds and meetings, taking notes and following up on information as necessary
- Works closely with the Crewing and Resource Manager in resourcing the CG/2D team appropriately with freelancers when needed, ensuring that all projects are scheduled correctly with resources
- Liaise with clients, advertising agencies and editorial studios to ensure their creative vision is met
- Manages project milestones and deliveries in accordance with the implemented schedule

Haven for Hope/ Special Projects & Communications Manager

August 2020- October 2021 | San Antonio, TX

- Developed and produced media content to engage and educate donors and community members via various channels, including e-newsletters, graphics, agency website, social media and event flyers
- Coordinated and managed many aspects of video productions from start to finish including both agency projects and partner agencies
- Developed and executed all email programs and strategies through campaigns to include writing appeals and other calls-to-action correspondence
- Organized all agency events, performing outreach and marketing, creating social sharing toolkits, managing “day of” social media and more
- Monitored and reported online engagement and campaign analytics

White Rhino Visual Effects/ Freelance VFX Producer and Assistant Editor

March 2020 - July 2020 | San Antonio, TX

- Successfully produced and managed feature visual effects title sequence
- Managed and tracked cost efficiency of individual projects
- Managed project milestones and deliveries in accordance with the implemented schedules
- Project managed and allocated resources on projects (ie stock video, stock photo, and fonts)
- Reviewed client materials (scripts, storyboards, and notes) with VFX Supervisor in order to generate visual effects breakdowns and bids

CommuniCare Health Centers/ Development Associate

Feb. 2018 - March 2019 | San Antonio, TX

- Organized, facilitated and managed all event’s (annual gala, casino nights, community mixers, etc.) details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, etc
- Designed, produced and scripted the company’s monthly newsletters, foundation videos, scripts, business cards, press releases, posters, promotional items, social media posts and other marketing items
- Administered, monitored and processed promotional and office supplies orders
- Assumed responsibility for various fundraising efforts including product sales, obtaining items for sale in auctions and acquiring donations
- Successfully researched and identified prospective new donors and proactively initiated sponsorships and funding

Method Studios NY/ VFX Scheduling Coordinator (Commercials and Episodics)

Jan. 2017 - July 2017 | New York, NY

- Managed over 100 artists’ schedules based on features, commercials and/or episodic film projects

- Assisted in the hiring process by coordinating job postings and updating the internal database with artists' availability
- Approved artists' vacation requests and employee hours
- Entrusted with a \$25,000 line of credit to manage internal and external expenses and budgets for all production needs
- Worked as a freelance at the onset of employment then was extended permanent placement based on my outstanding performance

Cintra Software & Services/ Executive Assistant

July 2016 - Dec. 2016 | New York, NY

- Gatekeeper for CTO, VP of Enterprise, Vice President of Managed Services and Global Human Resources Director in the United States, Chief Executive of Sales, CEO and Vice President of Sales in the United Kingdom
- Maintained and scheduled all executives and company's appointments, meetings, parties, internal and external events, teleconferences, domestic/international travel, and conferences
- Prepared and tracked all executives' expenses for the finance department
- Main administrator for the company's cell phone plan, office phones, and FedEx accounts

Company 3 NY/ Freelance Client Services Rep. & Production Assistant (Commercials, Episodics, and Features)

Sept. 2015 - July 2016 | New York, NY

- Filtered multi-line phone system while rolling calls to the appropriate departments/employees
- Handled client check-ins and organized client meals
- Assisted commercial producers with business needs, bids, pitches and confidential information
- Managed department orders and receipts for Accounts Payable and Billing Departments
- Aided in party planning for internal and external events (i.e. Tribeca Film Festival)

EDUCATION

Alamo Colleges: Associates in Liberal Arts

March 2019 - August 2020 | San Antonio, TX

SKILLS

Event Planning. Fundraising. Recruiting. Schedule Management. Expense Management. Artist Relations. Broadcast Media.

Proficient In: Shotgun, InDesign, Photoshop, Microsoft Office, Google Suite Programs, Canva, WordPress, Wix, Salesforce and all Social Media Platforms.

INTERNSHIPS

Fiesta San Antonio Commission/ Event Production Intern

Jan. 2014 - June 2014 | San Antonio, TX

- Assisted in ensuring proactive planning, communication and scheduling of a wide variety of events including festival events, dinner programs, networking events, and special interest group meetings
- Managed registration (tracking via database, generating reports and producing attendee badges) for all special events and programs
- Booked talent for special internal events for pre and post Fiesta