

JULIA FLEISIG

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PROFESSIONAL EXPERIENCE

Central Coordinator - Feature Animation at Netflix Sept. 2023 - Present
(Unannounced Ron Howard Animated Feature)

- Managed the central, departmental, and vendor calendars, balancing LA, NYC, and Sydney time zones
- Created trackers to streamline communication amongst departments
- Collaborated with the Music Supervisor to file NDAs and set songwriter launches with high profile talent

Production Coordinator - Feature Animation at Netflix Mar. 2023 - Aug. 2023
(Unannounced Dahl Animated Feature)

- Tracked assignments for 20+ artists to ensure everyone felt supported and delivered quality work on schedule
- Updated and organized files within Shotgrid, Google Drive, Bluescape, and Syncsketch
- Noted in launches, check-ins, and reviews for Art/Design and Story teams - highlighting action items and next steps
- Collaborated with show leadership to prepare presentations for weekly executive reviews

Script Coordinator - Feature Animation at Netflix Sept. 2022 - Mar. 2023
(Unannounced Dahl Animated Series)

- Maintained the most up to date versions of the evolving show bible, treatments, outlines, and scripts
- Noted in the Writers' Room and Executive Reviews, distributing detailed notes and action items in a timely manner
- Created a virtual white board for tracking episode beats, character arcs, and season arcs
- Proofread episode treatments, outlines, scripts, and the evolving show bible
- Distributed watermarked material to the crew and executives, updating distro lists as needed

Writers & Producers Asst. - Feature Animation at Netflix Oct 2020 - Sept 2022
(Unannounced Dahl Animated Series)

- Managed the calendar of the Producer, Line Producer, Head Writer, and Supervising Director
- Aided the Script Coord in conforming episode scripts, preparing sides for casting/records, and tracking circle takes
- Noted in the Writers' Room and EP check-ins, distributing detailed notes and action items in a timely manner
- Proofread episode treatments, outlines, scripts, and the evolving show bible
- Helped Netflix Animation's Artist Management Team train new assistants across the studio

Development Intern - Illumination Entertainment June 2018 - Aug 2018

- Generated script coverage on writing samples/submissions for Creative Executives and the EVP Development
- Tracked emerging talent (writers, comedians, artists, musicians) and conducted research for upcoming projects
- Covered the desk of various Executive Assistants by organizing schedules, rolling calls, and managing emails

Academy GOLD Program - Academy of Motion Picture Arts and Sciences June 2018 - Aug 2018

- Selected as one of 107 interns to participate in this film industry internship enhancement program
- Attended interactive workshops, panels, member screenings, and networking mixers
- Received 8 months of individual mentorship by screenwriter Meg LeFauve (*Inside Out*, *Captain Marvel*)

Admin. Assistant & Animation Librarian - USC Division of Animation & Digital Arts Jan 2019 - May 2020

- Managed the front desk and eased communication between faculty, staff, students, and visitors
- Logged and tracked 200+ books and DVDs; Recommended material for the students' specific interests

SOFTWARE SKILLS

Final Draft, ShotGrid, Adobe Creative Cloud, Bluescape, Mural, Flix, Syncsketch, Microsoft Office, Google Suite, Apple Suite

EDUCATION

University of Southern California - School of Cinematic Arts

Bachelor of Arts - Animation & Digital Arts; Screenwriting emphasis; Graduated Magna Cum Laude

Studio Arts College International - Semester Abroad in Florence, Italy

Writing samples & references available upon request.