

AJ VARGAS

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SUMMARY

Production management professional with a strong track record of optimizing workflows, managing creative aspects, and coordinating cross functional teams. Excellent organizational and communication skills, coupled with a skilled ability to build and maintain relationships with key stakeholders.

SKILLS

- Software Proficiency: Microsoft Office, Google Workspace, Adobe Photoshop, Adobe Acrobat, PowerPoint, Keynote, Airtable, Asana, Shotgun
- Infrastructure Development
- Production Optimization
- Concept Development
- Budget Tracking
- Talent Acquisition / Onboarding
- Team Coordination
- Meticulous Organization
- Monitoring Expertise

WORK HISTORY

Development & Production Manager SIX STUDIOS

2022 to 2023
Los Angeles, CA

- Manage project development, production and post production workflows
- Implement and manage organizational systems for enhanced departmental functionality
- Spearhead project research initiatives, integrating findings into story development
- Craft compelling presentation decks for creative meetings
- Conduct pre-production departmental meetings, consolidating creative input on scripts and concept art
- Maintain documents, assets, and monitor status of deliverables
- Manage asset approval and distribution, alongside freelance crew hiring and onboarding procedures
- Cultivate and nurture relationships with key executives, producers, directors and writers
- Collaborate with all departments on set to optimize workflow.

Visual Development Manager MARVEL STUDIOS

2016 to 2021
Burbank, CA

- Managed the lifecycle process of concept art, keyframes and 3D models, from development through post-production
- Monitored resource allocation, budgeting and personnel recruitment for multiple projects
- Organized and prepared art assets for presentations with executives, producers, directors, Costumes department, Art department, Props department, VFX department, Marketing
- Implemented and maintained a comprehensive database of concept art assets for each production
- Acted as the liaison between all major production departments for Visual Development needs
- Managed deliverables, communication and relationships with vendors in fabrication of specialty costumes and props designed by the Visual Development department
- Supervised Visual Development artists and coordinators across all productions
- Handled onboarding contracts for key personnel
- Collection of weekly timecards for payroll.

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| Associate Producer MARVEL ENTERTAINMENT | 2012 to 2016 Glendale, CA |
| <ul style="list-style-type: none"> • Managed animation production schedule from pre-production through final delivery • Monitored production budgets to ensure financial efficiency • Recruited and supervised in-house and freelance production crews • Prepared onboarding contracts for key personnel • Collection of weekly timecards for payroll • Trained and supervised production coordinators, production assistants and interns • Supervised coordination, completion and distribution of all pre-production materials (scripts, dialogue recordings, storyboards, animatics, character / prop / BG designs, timing sheets, color models, color BGs) • Managed workflow and delivery of all production materials to and from overseas animation studios • Maintained communication with executives, producers, story editors, BS&P, Legal, Marketing and overseas animation studio management during production. | |
| Associate Producer WARNER BROS. TELEVISION | 2010 to 2012 |
| Associate Producer THE ANIMATION PICTURE COMPANY | 2008 to 2009 |
| Associate Producer WARNER BROS. TELEVISION | 2003 to 2007 |
| Production Manager WARNER BROS. TELEVISION | 2002 to 2003 |
| Assistant Production Manager WARNER BROS. TELEVISION | 2001 to 2002 |

EDUCATION

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| Filmmaking College of San Mateo | San Mateo, CA |
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WEBSITES

- [LinkedIn](#)
- [IMDB](#)