

EDWARD SCHUERMAN

Proficient in articulating show needs, workflow and communications with vendors/stakeholders.

Skills

Animation - 2D / 3D
Live Action - Pre/Prod/Post
VR - Pre/Prod/Post
UHD/4k Pipelines
Finishing Producing
Production Management
Project Management
Event Management
Vendor Management
Multi-tasking
Communications & Collaboration
Corporate Security

Software

Final Draft / Celtx
Filemaker Pro / Shotgrid / Asana
Google Docs / ICal / Outlook
Dropbox / Box / Wire Drive
Aspera / WeTransfer
Adobe Photoshop / Illustrator
SyncSketch / Bluescape / PIX
Storyboard Pro / Microsoft Office

Education

Northern Arizona University

BS Degree
Major: Electronics Media & Film
Minor: Theatre

Work Experience

- FREELANCE/CONSULTING** Burbank, CA Dec 2022 - Present
- Various Projects
- Consulting services for workflow development and project management in the feature film and animation mediums.
- WB PICTURES ANIMATION** Burbank, CA Apr 2024 - June 2024
- Operations Production Supervisor
- Orchestrated and assisted with moving Warner Brothers Animation Feature Division.
 - Strategized move and tech logistics to ensure no show downtime with producers and execs.
 - Worked with Building Management and Facilities to build out production space.
 - Audited entire divisions tech inventory and brought dated inventory systems up to date.
 - Audited purchasing and spending of facilities requests and new incoming inventory.
- NETFLIX** Burbank, CA Oct 2021 - Dec 2022
- Production Manager - What the Funk
- Overall project management; day-to-day operations of production crew and all departments.
 - Prioritizing of production tasks and needs based on show demands.
 - Develop and produce scheduling and budget reports for the producing team as needed.
 - Establishing workflow and pipeline processes under an intensive review schedule.
 - Responsible for internal and external communications and collaborations with TD's, studio executives, animation vendors as well as third party software companies to streamline tools that aided in department workflows.
 - Responsible for personnel management; onboarding, offboarding and mentorship as needed.
- WARNER ANIMATION GROUP** North Hollywood, CA Feb 2018 - June 2021
- Production Manager - Marketing & Content - The LEGO Movie 2 | Smallfoot | SCOOB
- Animation Production Supervisor - Space Jam 2
- Established live action/animation hybrid pipeline with VFX Supervisor and Producing team.
 - Scheduling and Supervision of 2D Animation, Cleanup, IP, EFX and Comp departments.
 - Managed and monitored deliveries and communication between external partners.
 - Provided updated Quota documents to the executive team to stay on track for shot turnover.
 - Co-conceptualized a new marketing department for Warner Animation Group.
 - Maintained budgeting, scheduling, payroll, asset tracking, asset inventory, and staffing for the marketing team.
 - Empowered colleagues and worked with vendors to find solutions to ensure that high-volume expectations could be met while still maintaining Clio award winning work.
 - Delivered 45+ promotional projects including custom campaigns for LEGO, DC Comics, McDonalds, Discover, Chevy, Turkish Airlines, DFS, NFL Fox Sports, Spotify, and more.
- WARNER BROS. ANIMATION** North Hollywood, CA Nov 2016 - Feb 2018
- Assistant Production Manager - Mike Tyson Mysteries / ScoobyNatural / Wacky Races
- Organized and coordinated assignments for pre-production, production and post production.
 - Editorial assignment delegation, retake sessions and final post-delivery.
 - Internal and external communications with animation vendors and recording studios.
 - Worked with agents and scheduled voice actors for sound records.
 - Conformed storyboards and ran design meetings and reviews.

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Additional Related Work Experience

- KARGA 7** Los Angeles, CA Jan 2018 – Dec 2018
- **Freelance Production Assistant / Art Department**
- Art Department responsibilities including set re-construction.
 - Assisted Director and Camera Ops on location shoots.
 - Arranged equipment pickups and drop offs.
- L'OREAL – URBAN DECAY** Newport Beach, CA May 2016 – Nov. 2016
- **Post-Production Manager / Freelance Set Crew.**
- Editorial Management, physical film production shoot scheduling and operations.
 - Developed workflows and managed vendors.
- FANCY FILM POST SERVICES** Silverlake, CA May 2014 – April 2016
- **Finishing Producer / Project Manager / Office Manager**
- Produced and managed a variety of film projects (60+) from start to completion.
 - Acted as facility manager accountable for managing and scheduling 20+ rental units.
 - Devised and implemented MPAA systems to bring the facility up regulatory standards.
 - Established forms, post workflows and payroll applications for the company.
 - Assisted in creating and co-establishing Fancy VR – A company specializing in VR Content.
 - Also responsible for all staff payroll, vendor billing and the majority of IT support.
- EUREKA PRODUCTIONS** Marina Del Rey, CA Oct 2013 – Jun 2015
- **Co-Producer - Various Films**
- Assisted in all facets of Pre-production, Production and Post-Production.
 - Production management including treatment development, issuing legal contracts, scheduling film shoots, hiring personnel, appropriating equipment, budgeting decisions, and overall project management.
- MILESTONE MEDIA** Sherman Oaks, CA May 2013 – Aug 2013
- **Production Office Secretary - "Comet"**
- Point of contact for production crew and vendors.
 - Managed communication, phones, and correspondence.
 - Assisted with payments, check requisitions, and insurance claims.
 - Supported finance reporting and payroll management.
 - Facilitated onboarding of new crew members.
 - Published call sheets and production reports.
- Northern Arizona University** Flagstaff, AZ Aug 2007 – May 2012
- **Game Management Coordinator**
- Managed, coordinated and operated all major college level sporting events at Northern Arizona University. Some events could easily exceed 10,000+ patrons.
 - Payroll, scheduling and operational workflow improvements.
 - Point person for internal and external communications between university departments, local emergency services, security teams, event staff, facility management, athletic personnel, media, officials, teams, and incoming coaching teams/players.
 - Worked with NFL level athletic personnel and players.