Alexis Block

Post Production Supervisor

954.494.6955 block.alexis@gmail.com alexisblock.com

DreamWorks TV

Post Production Supervisor Aug 2016 - present

- Create and manage post schedules for *Voltron: Legendary Defender* and *All Hail King Julien*.
- Supervise editorial sessions with EPs, vendors and executives.
- Manage quality control for Netflix final deliveries.

Post Production Coordinator Feb 2015 – July 2016

- Ensured delivery of all materials to overseas studios and out of house facilities.
- Supervised locked picture edit sessions, retakes and workflow processes for *Dawn of the Croods* and *Spirit.*
- Along with tech team, developed database for tracking and inputting all in-house and overseas 2D retakes.

Titmouse Feb 2013 – Feb 2015

Production Coordinator

- Managed artists, directors and production assistants to assure that day-to-day workflow was maintained in accordance with production deadlines.
- Controlled production tracking and digital asset flow for Storyboards, Animatics and Designs on Season 2 of Disney XD's *Randy Cunningham: 9th Grade Ninja*.
- Coordinated all overseas shipments. Duties included communicating with overseas studios and clients regarding schedules, notes and asset deliveries.
- Supervised and trained new production assistants and interns.

Nickelodeon Jan 2011 - Feb 2013

Post Production Assistant/Coordinator

- Coordinated deliverables to and from Post vendors for on time delivery of over 40 episodes.
- Managed locked picture edit sessions, retakes and workflow processes for *Kung Fu Panda*, *Teenage Mutant Ninja Turtles* and *SpongeBob Squarepants*.
- Coordinated with executives and show runners to facilitate schedules and vendor correspondence.

Technical Skills

- FileMaker Pro
- Excel
- Photoshop & Illustrator
- FTP Clients
- VUE
- Final Cut Pro
- Maya
- Storyboard Pro
- Flash & After Effects

Education

UCLA Los Angeles, CA 2008 - 2011

MFA in Animation

- Editor of *Animatrix*: The Academic Animation Journal

University of Central Florida Orlando, FL 2004 - 2008

***BA in Visual Language**, Cum Laude*

- President ACM SIGGRAPH Student Chapter 2007-2008

References furnished upon request.