

Cody Gurecki

Production Coordinator | San Francisco Bay Area

codygurecki@gmail.com

925.759.3107

codygurecki.com

[LinkedIn](#)

Production Coordinator with two years industry experience. Strategic and operational expert to creative stakeholders and cross-functional groups. Adept at establishing high rapport with colleagues at all levels of an organization while leveraging knowledge of 3D animation, VFX pipelines, ShotGrid, and Microsoft Office Suite. Highly effective performer, providing meticulous coordination to leaders and clients to achieve goals with the highest efficiency and success.

PROFESSIONAL EXPERIENCE

Production Manager | 06/2021 – 12/2022

Academy of Art University – Studio X

San Francisco, CA

- **Production Partnership:** Awarded *Producer of the Year* for 2023 for Studio X by senior faculty of the Animation & Visual Effects Department
- **Production Liaison:** Coordinated multiple animators, VFX Specialists, and Directors on multiple projects, while maintaining dailies, quotas, deadlines, and productivity goals
- **Project Management:** Managed the VFX pipeline through ShotGrid for 6 concurrent internal/external projects
- **Mentoring:** Tasked with mentoring and training 4 junior producers on ShotGrid and producing principles in order to manage all other current studio productions for studio clientele
- **Client Consultation:** Continuously leveraged knowledge of production stages to advise clients on expectations throughout the production process

Production Coordinator | 02/2021 – 06/2021

San Francisco, CA

- **Pipeline Coordination:** Knowledge of pre-production, production, and post production techniques, material design, and project management
- **Asset Organization:** Created and maintained shared digital assets and schedules on multiple projects
- **Data Management:** Ensured that all artist data, files, and reports are up to date and accurate to set clear crew communication guidelines
- **Change Management:** Demonstrated initiative by anticipating crew and client concerns verbally and via email

Geek Squad Agent | 07/2020 – Present

Best Buy

Pleasant Hill, CA

- **Technology Support:** Cultivated an established client base and troubleshooted technology issues across all aspects of a client's needs
- **Client Relations:** Maintain detailed client notes and statuses in CRM system
- **Training:** Serve as trainer for junior members of the team (cadets) across multiple sites

Geek Squad Cadet | 06/2019 – 07/2020

Pleasant Hill, CA

- **Operational Consultation:** Diagnosed and executed set-ups, installations, and repairs for client devices
- **Analytics:** Outperformed all goals and metrics set for cadets for 2019

Lead Merchandising Specialist | 11/2014 – 06/2019

Brentwood, CA

- **Marketing Principles:** Managed marketing materials, merchandise, and accuracy of special programs
- **Data Reconciliation:** Reconciled large scale inventory using Excel and knowledge of quarterly P&L statements

EDUCATION

Bachelor of Arts – Producing for Animation and Visual Effects (Graduated May 2023)

Academy of Art University – School of Animation & Visual Effects

Skills

ShotGrid (ShotGun) | Scheduling | Budgets | People Management | Dailies | Production Management