

# Sarah Heinz

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## experience

### DreamWorks Animation

Script & Edit Coordinator, *Unannounced Feature*

Apr 2023-  
Present

- Support directors & editors during development of feature project.
- Track story changes and conform scripts using Final Draft, producing record sessions with scratch actors to adhere to ever-changing script.

Production Coordinator, *Puss in Boots 2 & Ruby Gillman Teenage Kraken*

Feb 2022-  
Apr 2023

- Drove dailies and took notes, tracking revision requests and shot statuses in ShotGrid.
- Managed half the show's sequences in animation, preparing continuity reviews and breakdowns.
- Acted as central communication between 55 artists and directors/department heads.
- Used Linux to distribute shots between departments and prepped for onboarding artists.
- Prepped new bids after screenings and adjusted schedule for complexity management.

### Paramount Animation

Script & Edit Coordinator, *Unannounced CG Feature*

Mar 2021-  
Jan 2022

- Developed milestone schedules and acted as pre-production supervisor and point of contact for studio executives during ramp-up to production.
- Published board panels in Flix, and adjusted dialogue and breakdowns as sequences changed.

### Titmouse, Inc.

Story & Edit Coordinator, *Pantheon*

Aug 2020-  
Mar 2021

- Developed a working pipeline from storyboard handouts through animatic locks for a 45-minute, 2D animated series, creating a functioning process to review materials while working from home.
- Provided support for 40 in-house and freelance artists, communicating deadlines and upcoming projects while tracking boards and exporting revisions through the overlap schedule.

### DreamWorks Animation

Production Coordinator, *Archibald's Next Big Thing*

Dec 2019-  
July 2020

- Oversaw the meetings, breakdowns, and vendor shipments for a third of production's episodes - from script to animation - training and performance managing three assistants.
- Noted circle takes at record sessions and tracked EMR and pick-up dialogue, distributed and proof read scripts, and took notes at table reads in the writer's room.

Production Assistant, *Archibald's Next Big Thing*

May 2019-  
Nov 2019

- Prepared asset templates for artist tasks and created leadsheets for episodic shipments.

## achievements

- Wrote and directed 3D-animated film *Preheated*, working alongside co-director through all aspects of production as the key-animator, writer, and storyboard artist.
  - Selected for screenings at HollyShorts Film Festival, NFFTY, AmDocs Film Festival, Newport Beach Film Festival, Anchorage, Sedona and Cleveland International Film Festivals.
  - Viewed by mass audiences, including 7.3 million views on YouTube.

Jan 2018-  
Mar 2020

## education

### BFA in Animation

Chapman University

- Graduated summa cum laude
- Minor Degrees in Spanish & History
- Studied Spanish and history for three months in Seville, Spain

May 2019

Spring 2017

## skills

- Languages: English & Spanish
- Adobe: Photoshop, Premiere, After Effects
- Final Draft
- MS Word and Excel
- Harmony: Toon Boom, Storyboard Pro
- Filemaker Pro
- Shotgun
- Flix
- Maya
- Linux/Unix