

Flyn Cooley

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Education:

UCLA School Of Arts and Architecture

B.A. in Design Media Arts. 2009 GPA: 3.4

UCLA Extensions Design

Communication Arts 2007 – 20084

Santa Monica College

A.A. Liberal Arts 2007 GPA: 3.4

Employment:

Mattel: *Digital Operations Analyst (all Mattel brands) - Digital Initiatives Group* : September 2012 - Present

Administer project management tools. Facilitate process and tools documentation. Perform process and tools audits, oversee improvements and upgrades. Optimize localized video delivery and upload workflow. Liaise with internal and external IT teams to fix and update applications. Create font and webfont license management workflow. Resource onboarding. Coordinate file structure.

Avail-TVN : *Materials Coordinator - Programming* : July 2012 - September 2012

Ordering, tracking, and proofing materials for international and domestic T.V. & streaming on-demand services.

Shepherded post production facilities and studios through qualification of digital video encoding and transfer specifications.

Netflix : *Traffic Coordinator & Production Artist - Content Marketing* : December 2011 - June 2012

Traffic assets, prepare design jobs, facilitate vendor approvals. Prepare assets for DAM migration via automation.

Implement windows explorer based 'click-to-rename' and 'click-to-process' automated system for publishing assets to netflix.com.

Beachbody : *Media Librarian & Post Production Assistant - Post Production* : December 2010 - April 2011

Curate, organize, track library of tapes & digital assets. Save time by automating tape & DVD labeling. Delegate video transcription.

Design and code Filemaker based asset management system with in-house production and post production integration.

Tractor Vision : *Set Builder* : January 2007 - December 2011

Transport and construct sets & props for T.V., photo shoots, runway shows, art installations. Acquire raw materials and rentals.

Liaise between art directors, set and production designers, photographers, facilities managers and fire marshals.

Guy Dill Studios : *Fabricator & Production Artist* : June 2006 - December 2010

Photograph artwork of internationally renowned fine artist. Implement image capture and archiving workflow. Digitally render artworks onsite for artist review. Communicate with galleries & suppliers. Fabricate & install sculptures, maintain studio.

Rose Rigging : *Sail Boat Rigger* : January 2005 - July 2008

Maintain, repair, and install sail boat rigging and hardware. Design new features for sport boats. Perform safety and quality control for sails and rigs. Race in international and local sport boat regattas, wet and dry motor and sailboat transport.

Skill Set:

Asset management, asset trafficking, metadata and media proofing. Image, video and sound capture & manipulation. Digital workflow optimization, automation implementation, design critique, post production coordination, production construction. Approval facilitation, on-boarding management, qualification verification. Brainstorming, planning, documentation, organization, presentation, analysis, communication.

Tools:

Digital Asset Management & Project Tracking Systems, Jira, Confluence, Basecamp, Active Collab, Sharepoint, Adobe Photoshop, Illustrator, Camera Raw, Bridge, Basic Flash, Powershell, HTML, CSS, jQuery, FTP, Filemaker, Excel, Word, Powerpoint, Wordpress, Basic SEO, Acrobat, Windows 7, Mac osx, Automator, Applescript, Final Cut, After Effects, Premiere, DVD Studio, Apple Logic, Photo & Video Cameras, Digitizing & Transcoding, Lights, Sound Recording & Playback Devices, General Metal Work, Grinding, Finishing, Cutting, Painting, Transportation, Set Construction & Deconstruction.

Objective:

Create efficient workflows. Increase performance, quality and capabilities. Challenge tradition. Crush expectations.