

# Shannon Alexandra Sweeney



Shannon Alexandra Sweeney  
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## Experience

### KILOGRAPH

Los Angeles, CA

#### Senior Producer (Account + Project Manager)

November 2015 – Present

- Oversaw all stages of sales and production for a variety of services provided for real estate marketing campaigns, including:
  - Strategy, brand identity, virtual and augmented reality experiences, 3D illustrations, animations, marketing films, print and digital collateral, and web design.
- Acted as main client point of contact and managed all communications between client and Kilograph team. Previous clients include: Nike, Netflix, Bravo, Gensler, SOM, CBRE, CIM.
- Engaged with clients to creatively problem-solve and avoid schedule and budget overages when possible.
- Organized and delegated work to a staff of artists and designers (on-site and off-site) who work on platforms such as Adobe Creative Cloud, 3dsMax, Unity, Unreal, and others.
- Created and managed budgets and schedules using software such as Workamajig, Harvest, Excel, Forecast, and Asana.
- Organized and managed videography and photography shoots with talent, equipment rentals, location rentals, etc.
- Participated in sales and marketing meetings, client pitches, networking events, and upsold services to clients.
- Prepared proposals, change orders, and scope of work contracts.

### ARSENAL CREATIVE

Santa Monica, CA

#### Visual Effects + Finishing Producer

January 2013 – November 2015

- Oversaw visual effects and online finishing for commercial broadcast and digital spots.
- Clients include Samsung (McKinney), Lexus (Team One), Mazda (Garage Team Mazda), and Beats by Dre.
- Provided VFX/finishing services ranging from beauty and general cleanup to 2D and 3D CG animations.
- Organized and delegated work to a staff of artists and designers using Adobe Creative Cloud and Autodesk programs such as Maya, Nuke, Flame, and Smoke.
- Managed communications with clients and conveyed clients' notes to artists.
- Quality checked, tagged, and delivered final commercials to go to air.
- Assembled bids and managed budgets up to \$300,000+, and handled invoicing.

## Education

### THE GEORGE WASHINGTON UNIVERSITY

Washington, D.C.

B.A., Philosophy (Public Affairs Option), Minor Political Science

2008–2012

- *Membership:* GWU Philosophy Club, Alpha Kappa Psi Business Fraternity
- DC Diners: President and founder of student organization centered on the DC food scene

## Additional

- *Language:* Intermediate proficiency in Spanish
- *Software:* Adobe Creative Suite, Workamajig, Harvest, Forecast, Basecamp, Asana, Slack, F-Track, Microsoft Office, Hubspot Compressor, Farmer's Wife, NIM, Timeslips, POS, basic HTML, Raiser's Edge
- *Interests:* Avid traveler. Admirer of good design. Foodie and beer enthusiast. Cruciverbalist.