

RENEE RADWAN



716.713.8563



radwan.renee@gmail.com



Portland, OR



www.reneeradwan.com

EXPERIENCE

Media Services Coordinator

LAIKA Studios (Sept. '17 - Present)

Responsible for overseeing the scheduling, creation, delivery and performance of original assets for all social channels of the Academy Award-nominated stop motion animation studio, LAIKA. Strong ability to operate efficiently in a high-pressure production environment while ensuring deadlines are met with quality content.

- *Missing Link Awards Campaign (Oct. '19 - Feb. '20)*
Rebranding efforts helped secure the studio's first Golden Globe win and fifth Academy Award Nomination for Best Animated Feature. Facilitated communication between industry partners and studio artists, delivered exclusive content for targeted media campaigns and trade placements. Reported directly to CMO and provided digestible analytic reports.
- *Social Content Creation (Sept. '18 - Present)*
Conduct formal reviews with creative teams, organize cross-departmental projects, follow up on action items and honor deadlines. In July, developed infrastructure to support complete internal content creation. Since then, have experienced 20-25% increase in fan growth on IG and TW and 62% on YouTube.
- *San Diego Comic Con (July '18)*
On-site assistant and scheduler to project manager and videographers during week long, immersive pop up exhibit in the heart of Comic Con's Gaslamp District. Organized travel and accommodations for crew of 20, ensured day-to-day and celebrity events met brand standards.
- *Portland Art Museum, 'Animating Life' Exhibit (Oct. '17 - May '18)*
In an effort to expand the curatorial vision of P.A.M., the works of LAIKA were displayed in a retrospective (ultimately attracting 300k+ total visitors). Responsible for crew and craft services during on-camera interviews, coordinating talent for on-site panels and capturing of relevant video content for promotional purposes. Served as fulfillment contact for museum shop.

Reception Coordinator

LAIKA Studios (Aug. '16 - Sept. '17)

Upheld respectful brand image as primary, public-facing studio contact. Greeted visitors and VIP guests, maintained physical space to appropriate standards including room preparation and catering. Managed scheduling of conference rooms, coordinating with departments and executive assistants as needed. Responsible for directing calls, handling multiple phone lines and filing monthly expense reports.

Certified Color Specialist

Sephora, LVMH Moët Hennessy (Dec. '13 - June '16)

Cosmetic consultant for a regionally top performing store in sales and client experience. Demonstrated exceptional product application and brand knowledge while identifying needs of clients and providing individualized product recommendations. Assisted with maintaining upscale environment and product stock.

SKILLS

Adobe Creative Suite, Microsoft Office Suite, Autodesk Shotgun, Autodesk Maya, Dragonframe, Fabrication

EDUCATION

Rochester Institute of Technology (2013): BFA Film and Animation, Minor in Print Media

CREATIVE WORK available at www.reneeradwan.com