Chantal Gabriel

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OBJECTIVE

Proactive, self-starter seeking an entry level production management position on an animatied feature/television series.

WORK EXPERIENCE

Writer, Producer - Producers Pool June 2021- Present

- Recruited to pitch and write an original animation short script for Youtube Kids
- Attends meetings to provide feedback on animation pitches and concept art
- Takes and distributes notes on storyboards and animatic reviews

Adjunct Professor of Screenwriting - Miami Dade College and University of Miami August 2019 - July 2021

- Prepared screenwriting lectures using PowerPoint and online media to enhance the learning experience
- Maintained a positive and supportive learning environment by holding weekly office hours and check-ins with students
- Provided regular, constructive feedback to students' scripts via email/verbally
- Created a schedule using Google Calendar for students to follow over a four-month period to satisfy the course's requirements

Director, Writer, Producer - Duo Tales Studio September 2017- May 2020

- Produced two live-action and one animation short
- Responsible for hiring and casting crews of 20+
- Strategically coordinated shooting schedules ensuring films were completed on-time and on-budget
- Managed all crew paperwork including contracts, insurance forms and call sheets

Teacher Assistant for Film Faculty - University of Miami August 2017- May 2019

- Efficiently checked-in/out and delivered film equipment for faculty-led workshops
- Operated the Cosford Cinema's film projector and supervised film screenings
- Systematized the Cosford Cinema's image database to improve accessibility for staff usage
- Encouraged screening attendance by editing promotional material in Photoshop to be uploaded to the Cosford Cinema's website

Receptionist's Assistant at the Department of Cinematic Arts - University of Miami May 2017

- Sorted and organized mail into respective mail boxes for film faculty
- Answered/Screened phone calls to various offices in the film department
- Organized and maintained inventory in the faculty break room
- Greeted and assisted guests at the front desk

SOFT/SOFTWARE SKILLS

- Resourceful
- Problem-solver
- Scheduling
- Prioritizing workloads
- Adaptable
- Scanning/Photocopying
- Multitasker
- Clear written/verbal communication
- Highly organized
- Team-oriented
- Researching/Developing creative projects
- Project management
- Final Draft
- Microsoft Office
- G Suite
- Avid
- Shotgrid
- Photoshop
- Illustrator
- Premiere Pro
- Zoom
- Airtable

EDUCATION

University of Miami, Coral Gables, Florida — **Master of Fine Arts in Film** — May 2019

University of Miami, Coral Gables, Florida — **Bachelor of Arts in English/Creative Writing** — December 2015
Minor in Film

Miami Dade College, Miami, Florida — **Associate of Arts in English** — May 2013