

Allison White

Glendale, CA | Allison.white24@yahoo.com | 651-353-8774

WORK EXPERIENCE

Pickwick Ice

Burbank, CA

Operations Supervisor

September 2023 - Current

- Managed the team for all events and productions, prepping the facility beforehand and tearing down afterwards.
- Monitored ice temperatures, answered and rolled phone calls, and drove the Zamboni.

Mattel

Los Angeles, CA

Animation Production Assistant

February 2022 - April 2024

- Tracked and distributed all designs, deliverables, and notes for Mattel's production, marketing, and brand teams on *Hot Wheels: Let's Race* as an asset coordinator and archived all final versions in our internal database.
- Maintained schedules for vendors and shareholders and ensured all parties stayed on track by communicating deadlines and tracking project progress.
- Coordinated all meetings, including our storyboard kickoffs with the animation studio.

Warner Bros

Atlanta, GA

Production Intern

September – December 2019

- Assisted on voice record sessions and created record scripts for Adult Swim's animated shows.
- Made cast lists, line counts, and breakdowns for production and sourced props as needed.
- Maintained databases for HBO Max, Adult Swim Games, and Adult Swim livestreams.

Smartypants

New York, NY

Film Production Intern

January – May 2019

- Led research for new projects and set up creative meetings to discuss ideas.
- Did script coverage and look books for new projects, and did location scouting for ongoing films.
- Assisted with archival, copywriting, expense reports, and project organization.

Engel Entertainment

New York, NY

Television Development Intern

September – December 2018

- Brainstormed and researched topics for new projects and reached out to potential talent.
- Transcribed interview and rough cuts for our unscripted shows and documentaries.
- Worked alongside the in-house editors to organize all media in internal databases.

EDUCATION

Brooklyn College

B.A. - Screenwriting and Film Production

Certificates - Communications, Global Studies

SKILLS

Emergency Medical Technician (Nationally and State Certified)

American Sign Language – Intermediate

Software - Photoshop, Adobe Premiere Pro, Toon Boom Storyboard Pro, Adobe Acrobat, Final Draft, Wipster, Cat DV, Excel, Outlook, Pix, Final Cut Pro, SharePoint, Workfront