

JOVAN BAILEY

B.F.A Computer Animation
Savannah College of Art and Design - Magna Cum Laude

Contact

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[LINKEDIN](#)

PROFESSIONAL EXPERIENCE

ASSOCIATE PRODUCER

Jupiter Entertainment - Fatal Attraction

September 2024 - September 2025

- As a result of excelling as a Production Assistant, I was promoted to Associate Producer in under 3 months and began juggling the responsibilities associated with the new position on top of prior tasks.
- Coordinated complex production schedules, balancing crew availability and the needs of Post and Pre Production Teams
- Assisted Field Producers and Recre Teams with Travel and Venue Coordination by updating casting and props documents
- Provided superb, client-facing communication with network executives, interview subjects, and legal representatives
- Maintained detailed production documentation such as call sheets, release logs, and editorial logs

PRODUCTION ASSISTANT

Jupiter Entertainment - Fatal Attraction

June 2024 - September 2024

- Supported daily production operations and maintained organization of production deliverables, ensuring availability of key resources for shoot days.
- Assisted in scheduling interviews and coordinating availability with subjects, producers, and location managers.
- Acted as a communication hub between field crews and office staff, ensuring up-to-date information was relayed promptly and accurately.
- Ensured media assets were properly organized, transferred, ingested, and catalogued; liaised with IT and Media Prep for technical support.
- Handled sensitive material and release forms with discretion and professionalism; researched and licensed archival media content between the studio and vendors.

PRODUCTION ASSISTANT

Anachronaut Productions - Submersed

November 2022 - Present

- Supporting the Production Manager and Director on the indie 3D/2D Hybrid animated short film SUBMERSED as an Independent Contractor
- During 3D and 2D Animation meetings take notes from the Director and Lead Animator feedback on shots
- Exporting Maya and Blender files to local file directories on Google Drive
- Assisting the Producer and other PAs with recruitment and interviewing prospective animators Onboarding new crew by directing them to crew resources and orienting them with the pipeline, file directory, and Syncsketch links
- Update week-to-week production milestones and deadlines on Monday.com

RESIDENT ASSISTANT

Savannah College of Art & Design

August 2021 - June 2023

- Collaborated with other RAs to schedule programs that fostered interpersonal bonds between residents.
- Staffed the front desk 3-5 times per week, answering emails and calls from residents, and maintaining a clean, organized workspace to greet clients and professionals.
- Provided hospitality support to residents and Reslife staff, creating a welcoming and well-run environment during daily office hours and major events like move-in days.

SOFTWARE

G-Suite

Gmail, GDrive, Calendar, Sheets, Slides

Microsoft Office

Word, PowerPoint, Excel

Adobe Creative Suite

Photoshop, After Effects, Illustrator, Premiere Pro, InDesign

Autodesk

Maya, Shotgun

Assorted

Nexonia, Frame.io, MeSuite, Syncsketch, Zoom, Monday.com, Miro,

Jira, Nuke, Davinci Resolve

TECHNICAL SKILLS

Data Management

Project Time Management

Solution-Based Thinking

Networking | Interviewing

Production Contracts

Crowdfunding

Pitch | Slide Deck Design

Agile and Waterfall Workflows

Can Make a Mean Artisan Bread