



Regina Calix Jo

Project Manager

Innovative and passionate manager with a demonstrated work history in the **media production industry**. Highly skilled in film/project management and creative problem-solving. Strong administrative professional with a B.A. focused on **Visual Effects, Feature Films, Post Production and Entertainment Business**.

PROFESSIONAL EXPERIENCE

Nov. 2021 - Present

VFX Coordinator | RISE FX Studios

- Acts as a primary liaison between VFX Supervisor, VFX Producer, Artists, and assigned VFX vendors.
- Tracks submissions, prepare dailies and review sessions; takes, and distributes notes.
- Manages assigned vendors and ensures delivery deadlines are met for temps, assets, and final shots.
- Works with VFX Producer to maintain and communicate weekly targets to Artist teams based on scheduled milestones.
- Working knowledge of 2D, CG, and VFX pipelines.
- Ensure effective cross-team communication.
- Supervised a team of 20+ artists.

Credits: *Wakanda Forever: Black Panther* (2022), *Ms. Marvel* (2022), *The Last of Us* (2023), *Citadel* (2023), *Fallout* (2023), *Gen V* (2023)

Jul. 2020 - Nov. 2021

Junior Marketing Manager | Talentry GmbH

- Develop and execute marketing campaigns across various channels, including social media, email, and advertising.
- Collaborate with cross-functional teams, such as sales and product development, to ensure alignment of marketing strategies with overall business goals.
- Manage and maintain the company's social media accounts, including creating and scheduling posts.
- Creation of 30+ product educational and marketing videos for internal and external communication.
- Conduct market research and analyze data to identify target audiences and market trends.

Dec. 2017 - May 2018

The Walt Disney Company

Digital Marketing, E-Commerce & Graphic Design

- Support in the development and implementation of 100+ online marketing campaigns and social media activities for the online Disney Store.
- Acquisition of own projects in the area of the online Disney Store.
- Design promotions in Photoshop and create animations in After Effects.
- Independent creation of product photographs.

Operations, Logistics & Marketing

- Maintenance of the internal production database.
- Assistance in entering and maintaining the material master data in SAP as well as setting up the BOMs.
- Check and archive the production samples.
- Contact for customer complaints and their processing.
- Assistance in production planning, product availability monitoring, inventory tracking, and order intake of new products and promotional products, as well as entering plan quantities into the planning system.

WORKSHOP

October 2016

Pixar Animation Studios

Visual Storytelling in Film and Animation

- Visual Contrast and Story: visual design tools to engage an audience with characters
- Perspective and Storytelling
- Virtual Cinematography: application of underlying principles of cinematography

EDUCATION

B.A. in Digital Film Design

Mediadesign University of Applied Science

2016 - 2020

Languages

- Spanish **native speaker**
- English **professional proficient**
- German **professional proficient**

Skills

- Content Development
- Client Communication
- Feature Film Management
- Outsourcing Management
- Digital Marketing
- Team/Crew Management
- Organization and scheduling
- Post Production proficient

Software

- 2D Editing Software
(After Effects, Premiere Pro, InDesign, Photoshop)
- 3D Editing Software
(Autodesk Maya, Substance Painter, Zbrush)
- Microsoft Office
- Hubspot
- Shotgun

Interests

- Tennis
- Photography
- Movies

CONTACTS



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