

Dear Recruiter,

I am writing to apply for the position of VFX Production Coordinator at your company. I have been in the Visual Effects industry for 3 years with experience as a compositor, generalist and coordinator.

**Relevant Experience:**

I am currently the VFX coordinator for Van Helsing season 2 where my duties include updating and maintaining the shot database. I work closely with the artists, keeping open channels of communication on the status of shots and making sure the artists have what they need.

I am responsible for creating and updating the budgets, sending them in to producers and working closely with accounting to make sure we stay on target and deliver on budget. I work with outside vendors, accepting and sending quotes for shots, and collecting files from FTP sites. Other duties include creating VFX breakdowns of scripts, attending production meetings and assisting on set collecting camera data.

**Education:**

I finished my Bachelor of Arts degree from SFU in 2012 with a major in Interactive Arts and Technology. Here I took classes in fine arts, film, photography, spatial design, web design, video game design and graphic arts. In 2014 I completed a diploma program in 3D animation and visual effects from CG Masters Academy. This one year program consisted of 3D modeling, Compositing, Lighting, Houdini FX, Rigging, Animation and Texturing.

**Ability to work well under pressure:**

During my experience as a compositor I had to deal with getting my shots done by deadline as well as making any revisions and notes. I always managed to get my shots in on time, and if for some reason the shot wouldn't be ready, I would immediately communicate it with my supervisor and coordinator. As a Coordinator, the roles have been reversed. Now I deal with making sure all deliveries are done on time, and that I communicate constantly with my artists to see the progression of their shots, whether they need help, whether things need to be reassigned. I also work closely with the editorial department to make sure that we have a constantly updated and accurate delivery schedule and that anything that cannot make deadline is discussed long before it is due.

I feel I would be an asset to your team and look forward to discussing the position further with you. I have enclosed my resume and website for your consideration. I am available for work as of October 10th, 2017.

Thank You,



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