

# ERI OHKUBO

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## RELEVANT EXPERIENCE

Industrial Light & Magic *San Francisco, CA*

Jul 2021 - Aug 2022, Jul 2025 - present

### VFX Post Production Assistant

- Served as a liaison between production, artists, supervisors, and vendors, and facilitated requests, tracked task progresses, and communicated roadblocks to the appropriate teams for resolution
- Maintained the production Google Calendar and assisted in preparing materials and agendas
- Assisted the coordination of the Editorial department by managing daily and weekly tasks, client requests, and internal project requests
- Organized more than 100 weekly incoming and outgoing shipments for clients and vendors
- Created delivery package workflows with pipeline team that would match client expectations and agreements, and leading in adjusting workflow changes if applicable
- Assisted in training and on boarding production team members and artists weekly to projects
- Maintained documentation through Google Sheets, ShotGrid, and proprietary archival software, and communicated regularly with stakeholders regarding project progress
- Set up theaters and conference rooms for in-person team meetings and assisted in technological troubleshooting when needed

Industrial Light & Magic *San Francisco, CA*

Aug 2022 - Jun 2025

### VFX Virtual Production Coordinator

- Coordinated and scheduled for the ILM Virtual Production department across more than 25 projects
- Collaborated with ILM global studios, vendors, and clients to align production efforts across multiple projects and departments with varying levels of turnaround needs and different time zones
- Documented project information, such as timelines, budgets, and key personnel, and maintained department project database
- Coordinated personnel assignments and schedules based on project needs, personnel availability, and project budget parameters of more than 10 team members simultaneously
- Managed project budgeting documentations and developed project timeline estimates based on resource availability and market research
- Served as a liaison between production, artists, supervisors, clients, and vendors, and ensured accurate and timely communication through email and virtual meeting platforms
- Generated and submitted purchase orders, processed vendor invoices, and tracked project expenses across multiple shows simultaneously
- Organized domestic and international shipments of physical assets, creating carnet sheets, and working with Adcom, BTS, and alternative courier vendors to ensure on-time delivery across varying production schedules

## SKILLS

**Skills:** Microsoft Suite, Google Suite, RV, Alma Linux, Jira, Confluence, ShotGrid/Flow Production Tracking, IBM Aspera, DropBox, Oracle BRM, Zoom, OBS Studio, Cinesync, C++, Java Script

**Languages:** English, Japanese

## EDUCATION

**Associate of Science** | *Computer Science* | City College of San Francisco

In Progress

**Bachelor of Arts, Magna Cum Laude** | *Cinema* | San Francisco State University

2020