Sky Winley

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EDUCATION

Columbia College Chicago - Bachelors of Arts in Traditional Animation

Experience

Digital Cinema QC Lead | Pixelogic Media *2023-Present*

- Clearly and accurately communicate with Production Studio clients during DCP review sessions.
- Facilitate Communication between the Quality Control, Project Operations, Client Services, and Content Services.
- Support hiring and onboarding by assisting with interviews and overseeing training program creation and updates.
- Track assets and noted issues across multiple simultaneous DCP campaigns, ensuring packages are
- delivered under tight deadlines.
- Research issues with assets during QC sessions to generate accurate reports.
- Ensure all DCPs comply with client specifications for each territory, as well as DCI and ISDCF standards
- Check content types including, but not limited to: Most DCP Formats, DSMs and DCDMs, ProRes and H.264 media files, VTT and SRT subtitle files, PNG, JPEG, and sequenced TIFF image formats, etc.
- Learn, stress-test, and troubleshoot emergent and legacy Cinema projection systems including, but not limited to: Dolby Vision Integrated, Dolby DSS200, IMS2000, IMS3000, GDC Cinity, and XDR LED Wall for Barco HDR

Producer's Assistant | Netflix Feature Animation *2022-2023*

- Supported Producer on multiple simultaneous CG Animated Feature Films with clerical and administrative tasks.
- Coordinated meetings across departments and with producer's personal contacts.
- Acted as the primary contact for all incoming communication.

Office Administrator | LA Zoo *2022*

- Provided clerical and administrative support by creating and maintaining digital filing systems.
- Tracked inventory from initial purchase through final sale processes.
- Facilitated communications between the buying department, merchandise department, and home office.
- Resolved discrepancies between vendor invoices and internal invoices proactively to accurately fulfill payments before monthly deadlines.

Freelance Production Assistant | Motion Capture Startup *2021 - 2022*

- Updated and maintained calendar for staff.
- Noted actionables from meetings and compiled notes from reviews.
- Managed assets, internal and external communications, invoices, and important digital files on a shared server.

Shift Lead | Starbucks Stores *2019 - 2022*

- Managed shift schedules with the store manager.
- Assigned roles to ensure all cycle tasks were completed correctly.
- Fulfilled orders with speed and accuracy to ensure satisfaction.

Production Intern | Daily Planet Ltd. *Spring Semester 2019*

- Develop and maintain a digital filing system for internal projects by following file naming conventions assigned.
- Prepare meeting spaces based on individual preferences for clients such as Courvoisier, Lunchables, and Jim Beam.

Software

• Slack • Microsoft Teams • Google Suite • Microsoft Office • Colorfront Transkoder • Davinci Resolve • Iris QC • Dolby IMS 2000/3000 • Dolby DSS200 • Dolby dcp2000 • GDC SRC5500 and SR-6400 • GDC Cinity • XDR LED • Adobe PhotoShop, Premiere, After Effects, Illustrator, and InDesign • Toon Boom Harmony