

Sky Winley

Burbank, CA

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EDUCATION

Columbia College Chicago - Bachelors of Arts in
Traditional Animation

Experience

Digital Cinema QC Lead | Pixelogic Media 2023-Present

- Perform Quality Control checks on Digital Cinema Packages and media files for theatrical releases used by the Archival and Home Entertainment departments.
- Ensure all DCPs comply with Client's 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 Tiff image formats ect.
- Facilitate Communication between the Quality Control, Project Operations, Client Services, and Content services teams.
- Learn, 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
- Research issues with assets during QC sessions to generate accurate reports.
- Create and update training programs to ensure successful onboarding of new team members.
- Participate in hiring and onboarding processes including interviews and constructing training programs with a focus on expanding diversity and accessibility efforts.
- Clearly and accurately communicate with Production Studio clients during Client sessions.
- Track assets and noted issues across multiple simultaneous campaigns ensuring packages are delivered under tight deadlines.

Producer's Assistant | Netflix Feature Animation 2022-2023

- Supported Producer on two 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 administrative support to Office Manager by creating and maintaining digital filing systems.
- Tracked inventory from initial purchase through final sale process.
- Facilitated communications between the buying department, merchandise department, and home office.
- Resolved discrepancies between vendor invoice and Zoo's internal system invoices proactively to accurately fulfill payments before the End-of-Month deadline.

Freelance Production Assistant | Motion Capture Startup 2021 - 2022

- Updated and maintained calendar for staff containing deadlines, meetings, and in person work days.
- Noted actionables from meetings and compile notes from reviews.
- Managed assets, internal and external communications, invoices, and important digital files on a shared server.

Shift Lead | Starbucks Stores 2019 - 2022

- Created and edited shift schedules based on availability with theStore Manager.
- Assigned roles to baristas to ensure all cycle tasks are completed on time and correctly.
- Served 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 Transcoder • 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 and Storyboard Pro